Farewell email sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

As you would have known, I am leaving the company for greener pastures after serving Best R&D Inc for seven years. I have had the pleasure of working with many fine talents in the Operations Department and we have had many good times together these years.

Before I leave, let me convey my deepest appreciation to each and every one of you who has given me your best work and support. I convey my apologies if I have been hard on some of you sometimes, especially when we were on tight project deadlines.

I am pleased that all of you are supportive of Mr. Denny Mason who will step into my position soon. I am sure you will work well as a team.

Lastly, I wish each of you success in health and career. I hope we can meet again soon.

Best wishes,

Robert A. Gonzales