Sample Farewell Letter to Colleagues

Dear Colleagues,

It is with regret that I write this letter to inform you of my decision to resign

from [Company Name] effective March 8, 2013.

It has been a pleasure working with all of you as we navigated both the good

times and the more challenging times. I especially appreciate all the people

who took the time to answer my questions, explain corporate policies and

procedures, and train me to perform new assignments.

Although I am excited at the prospect of moving on to a new job with new

responsibilities, I doubt very much that I will ever find another team as caring

and cohesive as this one.

I extend my best wishes to all of you and to the [Company Name]. If you wish

to stay in touch with me, you can reach me at my personal e-mail at [E-mail

Address]

Best,

[Signature]

[Your Nam

Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Re: Adieus to You

Today is my last day of work at Faraday’s. It has been a wonderful nine years here, working with all of you. I am grateful to have you as part of the team in the Accounts Department. We rock!

I will remember each of your efforts during my term of work here; we have gone through many long nights to settle the accounts, but we were always successful! We have worked together well, and now, we must part. Thank you for your support and cooperation during my tenure here.