

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the email address]

[Mention the date]

Subject- Employee farewell letter

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient]

I've liked my time at [mention the name of the company or organization] as a [mention the post of the sender in the company or organization] and am grateful for the opportunity to work with you. Thank you for your encouragement and support during my stay at [mention the name of the company or organization].

Even though I will miss my colleagues, clients, and the firm, I am excited to embark on a new chapter in my career.

Please stay in contact. I can be reached at [mention the contact number of the sender] or via my personal email account [mention the email id of the sender]. You may also find me on [mention the name of the application] [mention the portal or website of that application]. Nothing can compare to the knowledge you shared with us and the learning you acquired. You have been a great and incredible leader for us.

Thank you incredibly lot for everything. Your new co-workers will gain a very nice individual. May all success come your way! You've always done an excellent job in the organization. Your contributions and dedication will always serve as an inspiration to others. Farewell!

Once again, thank you. It's been a joy dealing with you.

[Mention the name of the sender]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]