

Farewell Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Farewell and Thank You

Dear [Recipient's Name],

As I prepare to step down from my role as [Your Position] at [Company Name], I wanted to take a moment to express my heartfelt gratitude to each of you. My time here has been a truly rewarding experience, and I will fondly remember the challenges we've overcome and the successes we've celebrated together.

Working alongside such a talented and dedicated team has been a privilege. I am proud of what we have accomplished together, and I have the utmost confidence in your ability to continue driving [Company Name] forward.

Thank you for your support, collaboration, and the many wonderful memories we have created. I will carry the lessons I have learned from all of you into my future endeavors.

Please keep in touch. I look forward to seeing how each of you and [Company Name] will continue to thrive.

Wishing you all the best,

Sincerely,
[Your Name]