

Sample Farewell Email

Dear All

I would like to let you know that I am leaving my job at XYZ Corporation. Tomorrow is my last day at work. I have enjoyed my time here and it has been a pleasure to work with you. Thank you for your support during my time at XYZ.

I will miss my co-workers but I am looking forward to this new phase in my career. I hope you will keep in touch with me at (your email address and/or phone number)
Thank you again for the opportunity to work with you all.

Best regards

Your Name