

Jane Martin

Project Manager

ABC Company

New Jersey

28th March, 2008.

Dear All,

As you all know, very soon, I will be leaving ABC Company and moving away to London. In fact tomorrow is my last working day here and I could not leave without bidding a proper farewell to all of you.

I wish to thank each one of you for your co-operation, patience and enthusiasm. But for all your efforts I would not have been able to take the team to the Best Performing Team Trophy. I also wish to thank you all for making me feel so comfortable and offering me a home away from home when I joined here newly.

If there is anything at all that I can do for you in London, I shall be most happy to do it for you. Very soon I shall forward my contact details, but in the meanwhile my email id remains the same.

So, hoping to keep in touch with all of you,

Best Wishes,

Jane