

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 Name]