

****Farewell Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name/Team],

As I prepare to move on to the next chapter of my life, I wanted to take a moment to express my heartfelt gratitude to each of you.

Working at [Company/Organization Name] has been a truly enriching experience. I have grown both personally and professionally, and I owe much of that to the incredible support and camaraderie I found in this team.

Reflecting on our time together, I will always cherish the moments we shared, from [specific event or project] to [another memorable experience]. These memories will remain close to my heart.

Though I am excited about what lies ahead, I will miss the daily interactions and collaborations. I hope to stay in touch and hear about all your future successes. You can reach me at [your personal email or phone number].

Thank you once again for everything. Wishing you all continued success and happiness.

Warmest regards,

[Your Name]

****End of Template****