

Farewell Letter to Colleagues

Hi IPB Team,

I am writing this letter as a goodbye note to all of you as you might be aware that today is my last working day in this project. I have spent a good amount of time here and like everything changes with time, my role in this project has come to an end. I express my gratitude to all my teammates and my manager, Mr Frank Jacob, for standing and helping me all through. IPB had been one of the critical projects I have been part of in the past, but it went pretty well because of all of you.

I had a great time here and I would like to warmly thank all of you for your cooperation and support. Although I will no longer be available in this branch office, I will try to keep in touch with all of you. Please contact me on Matthew.Pang@gmail.com and always feel free to reach me. My new address and contact number is given below.

Sincerely,

Matthew Pang

Contact Number

Address

