

Farewell Letter to Friends

Date

Hi Matt

Before I leave this office I thought of writing something to you, as I am not very good in expressing my feeling when we are face to face.

We are working together for two years in the same team and the relationship has walked a long way from mere colleagues to friends. You have been really supportive all these days and never thought of developing any rivalry, which is very common in the corporate orate industry. There were times when you have shared extra load just to help me, and for that, I can't thank you enough. You have been a great companion at office parties and a very understanding mate when I was low due to my personal issues.

You are one of the reasons I enjoyed working with the team. Without you, it would have been very difficult.

Thank you for everything and for every extra step, you took for me. I will never be enough grateful.

I am sure we will keep in touch. And the distance will not be any issue to reach you. Please contact me on flames.freel@gmail.com until I get my new contact number at the new city.

Sincerely,

James

Signature

Address

Contact Number

