

EMOTIONAL FAREWELL LETTER TO COLLEAGUE

From,
Iris Watson
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To,
Cecilia Chapman
711-2880 Nulla St.
Mankato Mississippi 96522
(257) 563-7401

Subject: (*****)

Dear Cecilia Chapman,

Dear mates/ Dear fellow mates,

Greetings!

The purpose of writing this mail is actually to inform you all that I'm leaving my job from here. This is actually because my father is not really well back at home in Boston, USA and me being the responsible member of the family needs to be there with him. And that is why I am also moving away. I have now submitted my resignation from my position. Also, tomorrow is going to be my last employed day here. I just had to write it to you guys. Life is going to change and I can sense it. But we shall accept them and think wisely, that is our real job. I must say that I really wish that I would find a similar atmosphere at my upcoming workplace too. This has been an exciting and challenging journey here. I'm thanking you all for all the memories. You guys are just so nice teammates too. Also, I'd like to apologize for my mistake that hurt you in some way. I'm bidding goodbye with wishes to you all. Good luck. Take care.

Your Sincerely,
(Your Signature)
Iris Watson

