

FAREWELL EMAIL TO CLIENTS

Dear Dave (name of recipient),

Greetings!

As of date (mention last working date), you have given us (or write the company/ firm/ organization name) the opportunity to serve you through many ways. We have tried to provide our best service to you and it has been a pleasant time serving you. Now, since the project is over with such good response, we understand that it is time to bid a good bye. But, it is always with a hope to serve and help you again.

Hope you would give us the term again.

Thank you for making such positive energy around here by your presence.

Sincerely,

Xyz (write your name)

