

FAREWELL EMAIL TO COWORKER

Dear all coworkers

Xyz Pvt. Ltd.

Date: 24 June 2019

Dear colleagues and coworkers,

This is to inform you that I'm taking your leave from work and saying goodbye. People who don't know, my husband has been transferred to Boston, USA because of his job at (write company name) and thus I am also moving away. I have already resigned from my position last month. Tomorrow will be my last working day here, and I just wanted to write it to every one of you. I must say that departures are always very hard. It has been 9 years I have been working for Xyz, and it is being difficult for me to leave my work here. I always loved my job here along with such friendly and happy people around me.

But life moves on, things had to change someday. I hope I would get a similar environment at my future place too. This has been an amazing journey here. All the experience, fun and trips we had together will be with me forever. I thank you all for making my journey a memorable one. I apologize for any mistake that might hurt you in some way.

Bidding a goodbye and wishing you all a good luck for future endeavors.

Monica.

