

SAMPLE FAREWELL LETTERS TO COLLEAGUE

From,
Pascale Patton
P.O. Box 399 4275 Amet Street
West Allis NC 36734
(676) 334-2174

14-02-2015

To,
Ivor Delgado
Ap #310-1678 Ut Av.
Santa Barbara MT 88317
(689) 721-5145

Subject: (*****))

Dear Ivor Delgado,

Well, many of you would know the reason because of which I am writing this mail/ letter. As I have resigned last month, the coming week is going to be my last one. I have a lot planned up with people around me and also to hand over my job to the newly assigned person at my profile.

Why I am writing is actually because I am planning a dinner with you guys, just as a thank you to you all for being such nice mates. Life has been easier here because of you and time just flew away. Let's meet up and plan a date for the dinner, may be this weekend.

Also, thank you all. I love you guys!

Regards,
(Your Signature)
Pascale Patton

