

FAREWELL LETTER TO COLLEAGUE

Included:

Introduction

Farewell Letter to Colleague Tips

Sample Farewell Letter to Colleague

Farewell Letter to Colleague Template

Introduction

Farewell letters to colleagues are written when you are leaving the office after working together many years. These kinds of farewell letters to colleagues are kept semi-formal or can be formal depending on your work atmosphere. These letters are written to let your colleagues know how much you enjoyed working with them and from when you are leaving office.

While writing the letter highlight the positive relationship you shared with your colleagues and also the good and bad times you all faced working together in the company. Farewell letters must convey your thoughts to the colleagues while you are leaving work.

Farewell Letter to Colleague Tips

Tips for Writing Farewell Letters to Colleagues:

- It should be semi-formal or formal: the letter should be written formally or semi formally depending on the atmosphere of your work but it must be friendly also.
- It must have a positive note: a positive note must be written for your colleagues with whom you have worked for a long time.
- Must be with an introduction and conclusion: greet and end the letter nicely for your colleagues.
- It must contain nice words: Use of simple and nice words is recommended.
- Use small and simple sentences: Keep the sentences short and simple, do not drag the sentences!
- Grammar must be checked: be aware of the grammar while writing letter to your colleagues.
- Appreciate: you must appreciate all your colleagues.
- Express Gratitude: be thankful to your fellow workers. Mention how you were helped by them in times of need.

- Be Sincere: be genuine while writing about your colleagues, do not fake it as that would be very embarrassing.
- May Include Humour: these kinds of letters can be made witty given you know whether your colleagues like humour or not.
- Final Thoughts: you can write of the good times you all shared while working together.
- Wish them good luck for future: finish the letter wishing good luck for future to all of your colleagues.

Sample Farewell Letter to Colleague

To,

Every one of High Tech Solutions

90 D, Fern Road

Kolkata: 700034

Dear All,

I want to let all of you that I'm leaving the company and this is my last day at work here. I'll be joining as the Marketing Head of Kite Group of Companies from day after tomorrow.

I have really liked working here and appreciate all of you for your support. You have helped in times of need and I will always remember all of you. Although I am quite excited for the new job but I'm sad to leave you all behind.

I had an amazing experience working with you all and I have learnt a lot from each one of you. I hope that my new jobs will also provide me with great friends and colleagues like you all here.

The time I have spent in this company will be cherished by me forever.

Hope to keep in touch with all of you. Thank you all for everything.

Best wishes to all of you.

Yours Sincerely,

Robin Williams

High Tech Solutions

03.08.2013

Farewell Letter to Colleague Template

To,

(Name of the Recipient)

(Address of the Recipient)

(Designation of the Recipient)

Dear Mr. Tamal Kumar Jha

I would like to wish you all the very best for your new job. Your leaving is a great loss for the company as you were the source of inspiration for many. You were our mentor and idol, all of us would miss you.

Hope to keep in touch with you. Wish you a very good luck for the future.

Yours Sincerely

(Name of the Sender)

(Address of the Sender)

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is", and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org