

A luxury yacht is shown from a low angle, sailing on the water during a golden sunset. The sun is low on the horizon, creating a warm, orange glow that reflects on the water and illuminates the yacht's hull. The yacht has a modern design with large windows and two radar domes on the upper deck. The text 'FAREWELL EMAILS' is overlaid in a white, outlined, serif font.

# FAREWELL EMAILS

WORKLINKER

## Example 1: Farewell to a Team Member

**Subject:** Farewell and Best Wishes, **[Name]**!

Dear **[Name]**,

It's with mixed emotions that I write this farewell message. While I'm excited for your new opportunity at **[New Company/Role]**, I can't help but feel a sense of loss for our team.

Your contributions to our projects have been invaluable. Your positive attitude and commitment to excellence have inspired us all. You're not just a colleague but a friend, and you'll be sorely missed.

Best of luck in your new endeavor. Keep in touch!

Warm regards,

**[Your Name]**



## Example 2: Farewell to a Client

**Subject:** Farewell and Thank You for Your Partnership, [Client's Name]

Dear [Client's Name],

As you may have heard, I am leaving [Your Company] to pursue a new opportunity. I wanted to take a moment to thank you for the trust and partnership we've built over the years.

It's been a pleasure working with you and your team. I'm confident that my successor will continue to provide the excellent service you've come to expect from us.

Thank you once again for the opportunity to serve you. I wish you continued success.

Sincerely,

[Your Name]



### Example 3: Farewell to a Mentor

**Subject:** Thank You for Your Guidance, [Mentor's Name]

Dear [Mentor's Name],

As I prepare to leave [Company/Position], I can't help but reflect on the incredible impact you've had on my professional journey. Your guidance, wisdom, and friendship have been invaluable to me.

While I'm excited about the next chapter, I know I'll miss our brainstorming sessions and your insightful advice.

Thank you for being an amazing mentor. I hope we can stay in touch.

Best wishes,

[Your Name]



## Example 4: Farewell to a Supplier

**Subject:** Farewell and Thank You, [Supplier's Name]

Dear [Supplier's Name],

I wanted to inform you that I'll be leaving my position at [Your Company]. It's been a pleasure working with you, and I appreciate your commitment to quality and timely deliveries.

I'm confident that the relationship between our companies will continue to thrive under my successor.

Thank you for your partnership, and I wish you all the best.

Sincerely,

[Your Name]



## **Example 5: General Farewell to Colleagues**

**Subject:** Farewell and Thank You, Wonderful Colleagues!

Dear Team,

The time has come for me to say goodbye as I move on to a new adventure. I want to express my deepest gratitude for the camaraderie, opportunities, and memories I've gained here. I've learned so much from each of you, and I'll cherish our time together. Let's keep in touch, and who knows, our paths may cross again in the future.

Until then, take care and keep in touch!

Best regards,

**[Your Name]**

