

To,

All my dear colleagues
Walnut Publishing House
Date: 9th April 20XX

Subject: taking your leave and saying goodbye
Dear colleagues and seniors,

I, Tim Young am writing this letter to you all to say goodbye and take your leave from work. For those who do not know, my wife has been transferred to Liverpool and thus I too would have to resign from work and move with her. My last day of working in this office is 15th April and I would thus like to wish farewell to all.

The last 2 years of my life as a marketing executive in this company have been full of amazing experiences and a lot of professional satisfaction. I came across some of the most talented, experienced and friendly coworkers in this company and am proud to be part of the highly motivated team. Seniors here have been extremely encouraging and inspirational whereas my subordinates have been very respectful and diligent. I would miss being part of this great workplace and hope that everyone gets to experience this full of energy office!

Bye-bye to all and good luck for your future,
Tim Young