

Sample Employee Email Farewell Message

Message Subject Line: Danielle Cabot Update

Dear Morgan,

I would like to personally let you know that I am leaving my position at AlphaTech. I have enjoyed working here and I sincerely appreciate having had the chance to work with you.

Thank you for the support and encouragement you have provided me during my time at AlphaTech. I will miss our daily interactions and working on projects with you.

I would appreciate your continued advice as I start the next phase of my career.

Please keep in touch. I can be reached at my personal email address (daniellecabot@emailplace.com), on LinkPlace at LinkPlace.yo/in/DanielleCabot at or via my cell phone - (555) 555-8212.

Again, thanks so much for your support.

Best regards,

Danielle

Email: daniellecabot@emailplace.com
LinkPlace: LinkPlace.yo/in/DanielleCabot
Twitting: Twitting.yo/DanielleCabot
Cell: (555) 555-8212