

4 Farewell Email Template for Departing Employee

Simple Farewell Email Template

Subject: Farewell and Best Wishes

Dear [Team/Colleagues],

I hope this message finds you well. I am writing to let you know that I will be leaving my position at [Company Name] as of [Last Working Day].

Working with you all has been a wonderful experience, and I am grateful for the opportunities and support I have received during my time here. I have learned so much and made memories that I will cherish.

Please keep in touch. You can reach me at my personal email [Your Email] or on LinkedIn [Your LinkedIn Profile].

Thank you once again for everything. I wish you all continued success and happiness.

Warm regards,

[Your Name]

Gratitude and Well Wishes Template

Subject: Wishing you all the best, [Employee Name]!

Dear [Employee Name],

As you prepare to move on to your next adventure, we wanted to take a moment to express our sincere gratitude for your contributions to [Company Name]. Your work on [mention a specific project or contribution] was particularly appreciated.

We've truly enjoyed having you as part of the team. We wish you the very best in your future endeavors and hope you find success and happiness in your new role.

Please keep in touch! You can connect with us on [LinkedIn/Company social media page, optional].

Best regards,

[Your Name/Team Name] [Your Title] [Company Name]

Optional additions:

- If appropriate, mention something specific you'll miss about them (e.g., their sense of humor, their problem-solving skills).
- Include contact information for HR or a point person if they have questions about benefits or final paychecks.
- If the company has a tradition of farewell gifts or cards, mention how they can receive it.
- A light hearted farewell message can be included. For example: "We'll miss your coffee brewing skills!"

Sharing Contact Information Template

Subject: Staying in Touch

Hi [Colleague's Name],

As I prepare to leave [Company Name], I wanted to take a moment to express my gratitude for the time we've spent working together. It's been a pleasure to collaborate with you and be part of such a supportive team.

While I'm moving on to new adventures, I would love to keep in touch. Please feel free to reach out to me at my personal email: [Your Personal Email] or connect with me on LinkedIn: [Your LinkedIn Profile].

Thank you once again for everything. I hope our paths cross again in the future.

Warm regards,

[Your Name]

Team Update and Introduction Template

Subject: Team Update: [Employee Name] Departure and Transition

Hi Team,

I'm writing to let you know that [Employee Name]'s last day with [Company Name] will be [Date].

[Employee Name] has been a valuable member of our team for [Duration], and we're grateful for their contributions, especially [mention a specific achievement or contribution]. We wish them all the best in their future endeavors.

During this transition, [he/she/they] will be working closely with [Interim Employee Name/Team] to ensure a smooth handover of responsibilities. [Interim Employee Name/Team] will be responsible for [briefly list key responsibilities]. Please extend them a warm welcome and offer your support.

[Optional: Briefly introduce the interim employee/team member. E.g., 'Many of you already know [Interim Employee Name]. [He/She/They] has been with the company for [Duration] in [Department] and brings a wealth of experience to this role.']

We understand that transitions can sometimes be disruptive, and we appreciate your patience and cooperation during this time. We are committed to ensuring a seamless workflow for everyone.

Please don't hesitate to reach out to [Your Name/HR Contact] if you have any questions or concerns.

Thanks,