**Farewell Email to Colleagues**

**Subject: My Last Goodbye to You All!**

Dear Colleagues,

As my last day of work at [mention Organization Name] approaches, I want to express my sincerest gratitude to all of you. I would simply like to thank all of you to make my time memorable here at [Organization Name]. It has been a great pleasure and an honor working with competent professionals like you people.

The beautiful memories that I have with you people will stay forever with me. From late-night workings to the happy hours of celebrations on milestones, I have enjoyed each and every moment and will never ever forget it.

I am grateful to all of you for your support and guidance and the friendship that you have provided me here. I will miss everyone but at the same time, I am also excited for the new chapter in my career. I will always look back on my time at [mention Company Name] with great fondness.

I wish you the best of luck to all of you in your future. I hope that we will keep meeting each other. Feel free to contact me for any information and let me know if there’s anything that I can do to help with the transition.

Once again, thank you very much for everything.

Best Regards,

[Name]

[Contact Number]