**Farewell Email to Coworkers Format**

**Subject: Farewell Email - [Your Name]**

Dear [Recipient's Name],

I hope this email finds you well. After much thought and consideration, I wanted to share some bittersweet news with all of you. As of [Last Working Day], I will be bidding farewell to [Company/Organization Name].

[Optional: A brief introductory paragraph expressing gratitude and acknowledging the recipient's role or support.]

I want to take a moment to express my heartfelt appreciation to each and every one of you. Working at [Company/Organization Name] has been an incredible journey filled with growth, learning, and cherished memories. I feel immensely fortunate to have had the opportunity to collaborate with such an exceptional group of individuals.

During my time here, I have learned valuable lessons and skills that will undoubtedly shape my future endeavors. The camaraderie and support I experienced have been instrumental in my personal and professional development.

I will deeply miss the warm interactions, humorous moments, and shared achievements we had together. The friendships forged here will forever hold a special place in my heart.

[Optional: Mention any special projects, teams, or events that you were a part of and how they contributed to your overall experience.]

As I move forward onto the next chapter of my journey, I am excited about the opportunities that lie ahead, yet it is also hard to leave behind such a wonderful team. I have no doubt that the bonds we've built will continue to thrive even in my absence.

Please do stay in touch! You can reach me at [Your Email Address] or connect with me on [Social Media/LinkedIn URL]. I'd love to keep up with your accomplishments and share mine as well.

Once again, I want to express my heartfelt gratitude for everything. The memories and experiences shared here will always be treasured.

Wishing you all the best for the future, both professionally and personally.

With warmest regards,

[Your Name]

[Contact Number - Optional]