**Transferring Employee’s Farewell Email Template**

**Subject: Goodbye Everyone!**

Dear [Team/Department Name],

As you may have heard, some exciting changes are taking place in my professional life. I wanted to personally share the news with all of you that I will be transitioning to a new role at [New Location/Organization Name].

Although I'm thrilled about this new opportunity, it's bittersweet to say goodbye to the incredible team I've had the privilege of working with at [Current Location/Company Name]. The memories we've created, the challenges we've tackled, and the strong bonds we've developed will forever remain in my heart.

Working with each of you has been a true delight. Your support, encouragement, and camaraderie have made every day enjoyable and rewarding. I have learned so much from our collaborations, and I genuinely believe that the experiences gained here will serve me well in my new role.

As I embrace this new chapter, I want you all to know that I am leaving with a sense of gratitude and admiration for the incredible work we've accomplished together. I will carry the fond memories and cherished friendships with me as I move forward.

Please stay in touch! You can reach me at [Your Personal Email Address], and I'd love to hear about your continued successes and adventures.

Thank you once again for everything. I am genuinely thankful for the time we've spent together and look forward to staying connected in the future.

With warm regards,

[Your Name]