**Included:**

Introduction

Co-Worker Farewell Letter Tips

Sample Co-Worker Farewell Letter

Co-Worker Farewell Letter Template

Co-Worker Farewell Letter

Letters.org

**Introduction**

Farewell letters for co-workers are written when any co-worker of a company is leaving after working together for many years. Bidding farewell to a colleague is saddening.

These kinds of farewell letters are kept semi formal in nature. This letters are written to wish your co-worker best of luck for their future.

While writing the letter highlight the positive relationship you shared with your co-worker and any particular thing that you both have shared over the years must be mentioned.

Farewell letters must convey your emotions and feelings to the colleague who is leaving.

**Co-Worker Farewell Letter Tips**

Tips for writing Professional Farewell Letters:

* It should be semi-formal: the letter should be written formally but it must be friendly as well.
* It must have a proper background: a proper background is always necessary for writing this kind of letters.
* Must be with a proper introduction and conclusion: greet and end the letter nicely.
* It must have easy and effective words: Use of simple and effective words is recommended.
* Mention memories: you must make an effort to make the person feel good.
* Use small and simple sentences: Keep the sentences short and simple!
* Grammar must be checked properly: be aware of the grammar while writing the letter.
* Appreciate: you must appreciate for the hard work they have put in.
* Express Gratitude: be thankful. Mention how you were helped by the person.
* Be Sincere: be genuine while writing about the good deeds of your co-worker, do not fake it as the person would easily understand.
* No Unpleasant Thoughts: do not mention unpleasant incident rather concentrate on the positive side of the person.
* May Include Humour: these kind of letters can be made witty given you have worked together and obviously you know each other over the years.
* Final Thoughts: you can write of the good times when the company progressed because of the boss.
* Wish for a bright future: finish the letter wishing good luck for future.

Sample Co-Worker Farewell Letter

To,

Mr. Mark Johnson,

Manager of RIC Group of Hotels

67 C, Joka Road

Kolkata: 7000101

Dear Mr. Johnson,

We your colleagues, also the employees and management members of the company would like to bid farewell to you. We know that you would not be coming to office from tomorrow onwards but we would like to tell you how much you will be missed.

When you joined office, we all knew you would make the company proud by using your skills as a manager of the company and we are extremely happy to have been able to work with you.

We have gained a lot of knowledge from your experience; wish you a happy life ahead and lots of good luck.

With Best Regards,

The Employees and Management

RIC Group of Hotels

03.08.2013

# Co-Worker Farewell Letter Template

# To,

# (Name of the Recipient)

# (Address off the Recipient)

# (Designation of the Recipient)

# Dear Mr. Hugh Grant,

# On the final day of office we would like to congratulate you and wish you the very best of luck for the future. Your years of service to this company will forever be remembered, we would really like to thank you for all your efforts.

# We would like you to know that we enjoyed your association and we got to learn a lot from you over the years. Your dedication and hard work would be forever cherished and missed by the company.

# Wish you good luck and take care.

# The Employees and Management

# (Name of the Sender)

# (Address of the Sender)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org