

## CO-WORKER FAREWELL LETTER

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## 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. These 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 of 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)

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