

CO WORKERS FAREWELL LETTER

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Introduction

Co workers farewell letters are written when a co worker of a company announces that he is leaving the job. One must thank all the employees and all the other people who have played a role in the co workers life at his office. While bidding farewell one must include the name of the new organization if he is joining somewhere new or he is just retiring from work.

Co Workers farewell letters are kept semi formal. While writing the letter one must highlight the positive relationship you shared with your co workersand convey positive feelings to your colleagues.

Co Workers Farewell Letter Tips

Tips for writing Co Workers Farewell Letters:

- Semi-formal: the letter should be written semi formally with a casual touch.
- Must include a proper background: a proper background is always necessary for writing these letters.
- A proper introduction and conclusion: you should greet and end the letter nicely.
- It must have easy words: Use simple and easy words.
- Mention good memories: you can mention the good memories you have shared over the years.
- Specific and simple sentences: Keep the sentences short and be precise.
- Grammar must be correct: be aware of the grammar you are using.
- Appreciate: you must appreciate your co workers for their support.
- Gratitude: be thankful.
- Be Sincere: be genuine.
- May include wit: these kinds of letters can be made humorous as you all obviously know each other for years.
- Final Thoughts: you can write of the good times you all shared.

- Wish for a bright future: finish the letter wishing good luck for future and thank you.

Sample Co Workers Farewell Letter

To,

The Staffs and Management of Giggle Group

118, Selimpur Road

Kolkata: 700031

Dear All,

I would like to inform you that today I'm leaving the organization as I have got a new job at the Crystal Ball. I'll be commencing my new position at the Crystal Ball as a Senior Manager of Sales.

I have enjoyed my time working here with you all as a team. I'll miss you all greatly and thank you all for your support. Each one of you is superb in your job and I have benefitted greatly from you. I also know that the support and guidance I have got from you would benefit me in the long run.

You can reach me at 9000008880 or can also mail me at reachyou@email.com.

Please do keep in touch. Thank you again and all the best to all of you.

Best Regards,

Dev Kumar Adhikary

03.08.2013

Co Workers Farewell Letter Template

To,

_____ (Name of the Recipient)

_____ (Address off the Recipient)

_____ (Designation of the Recipient)

Dear Mr. JKL,

I wanted to let you know that I'm joining SED Corporations from tomorrow and my service at your company ends today. In the new company I'll be joining as a Team Leader of the Sales department.

I have enjoyed my work here and I have learnt a lot from you. Thank you for your support and guidance, and also for encouraging me during crisis period. I have gained a lot of knowledge from you and would be helped extensively with that.

I will miss all my fellow workers but I'm excited to join the new company as well. It is a new phase of my old career again.

Please keep in touch. I can be reached at 24553800 or you can also mail me at truestar@email.com.

Thank you again. Best of luck for the future.

Yours Truly,

_____ (Name of the Sender)

_____ (Address of the Sender)

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