

EMPLOYEES GOODBYE LETTER

Included:

Introduction

Employees Goodbye Letter Tips

Sample Employees Goodbye Letter

Employees Goodbye Letter Template

Introduction

An employee's goodbye letter is written by an individual to his colleagues on his retirement from the post he held for the past twenty years in the organization. Through this letter, he thanks his seniors and colleagues for their support.

He conveys that he will take along fond memories of his tenure, strong bonds of friendships and wishes the organization and his colleagues the very best for their future.

Employees Goodbye Letter Tips

Here are some useful tips to write an employee's goodbye letter to your colleagues:

- Start by bidding farewell to your colleagues and mention the post held by you and total years of service in the organization.
- Thank your colleagues and seniors for their support which helped you achieve success in professional and personal fronts.
- Mention that you will cherish your tenure and apologize for unknowingly hurting anyone.
- Mention that you are carrying along friendships you nurtured in this organization in all these years.
- End by wishing organization and colleagues the best in their future.

Sample Employees Goodbye Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Dear colleagues,

I am penning this letter to you all, my colleagues and coworkers as a farewell note with a very heavy heart since the time has finally come to retire from this organization as Senior Manager-Sales after completing twenty years of fruitful service.

I thank my colleagues, younger and older for teaching me valuable lessons of life which saw me mature into a reliable and productive employee. I achieved success in my professional and personal life due to the timely guidance and support extended by my seniors. I am proud to be a part of this fraternity.

I will cherish this last week of my tenure and the years gone by forever. I apologize if my stern behavior at times hurt anyone. This was never intended to hurt anyone personally, but rendered due to circumstantial reasons.

I am taking along strong bonds of friendship which I nurtured in these years. Here is wishing the organization and all my colleagues goodbye and the very best for the future.

Kindest Regards

Mr. Regan

Employees Goodbye Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Dear colleagues,

...(start by bidding farewell to your colleagues and mention post held and total years of service in the organization).

I thank my colleagues, younger and older for teaching me valuable lessons of life.... I also thank my seniors for their guidance and support which helped me achieve success in my professional and personal life.

..I will cherish these years forever.... (Apologize for unknowingly hurting anyone)

I am taking along strong bonds of friendship.... wishing the organization and all my colleagues
goodbye and the very best for the future.

Kindest Regards

_____ (your name)

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