

## BIDDING FAREWELL TO COLLEAGUES BY WRITING LETTER

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## Introduction

A person can write a farewell letter during leaving an office or organization. One can even write a letter by thanking the whole management along with the workers with whom that person has worked. A person can also provide his or her new phone number along with the new residential address. The writer can appreciate and thank the people within the work place.

## Bidding farewell to colleagues by writing letter Tips

Tips of farewell letter to colleagues

- Wishing good luck – A good luck should be wished in the ending of the letter.
- Think what you write – A person can write whatever he or she is thinking in the mind.
- Cherishing certain great moments – While writing such farewell letter to colleagues, one can recollect some good memories spent with the colleagues and write it down.
- Can consist of humor – These types of farewell letters can tend to be witty and humorous.
- Being sincere – It is better to be genuine and sincere while writing such farewell letters. One should not fake it as it may lead the reader to feel embarrassed.
- Expressing gratitude – A person should tend to be thankful for the fellow co-workers. One should also mention how the writer was helped during the needy times.
- Should be appreciative – The writer should appreciate the entire colleagues.
- Grammar should be correct – While writing such farewell letter to colleagues, one must check the grammar and write properly.
- Using small sentences – Keeping the sentences short is a better way for writing farewell letter to colleagues. Therefore it is better not to drag sentences.
- Use polite words – While writing farewell letter to colleagues, a person must use polite words and phrases.
- Should be positive in nature – A positive note should be written for the colleagues who have served great amounts of time in the office.

- Should be formal or informal – This kind of farewell letter to colleagues can be formal or informal.

## Sample Bidding farewell to colleagues by writing letter

8th August 2013

Dear everyone,

As you all have the knowledge that the present day is my last working day over Dharma Inc. and I have to transfer from this place because of certain reasons. I would like to say goodbye to everyone who are present here.

Working in this organization for six consecutive years has made my life a success. I would like to appreciate the coordination and support given by each and every colleague. I have also gathered a great experience and knowledge by working in this organization. In addition I have gained a good amount of practical experience in this organization.

I am giving you my new phone number which is xxxxxxxxxx. I will be also giving you my new residential address as soon as I reach there. Thank you once again for everything.

With regards,

Sabrina Khan

## Bidding farewell to colleagues by writing letter Template

\_\_\_\_\_ (Date)

Dear colleagues,

As you people know that our office will be closing very soon. I just wanted to say you all thanks for your support, hard work and coordination for building up this company and making it a success. I also wanted to say farewell by letting you know that I have enjoyed a lot working with you all.

I have really enjoyed the valuable time in \_\_\_\_\_ (name of company) and spending great times with everybody. I also appreciate for having the chance to work with all of you. I am honored for having such good staff as well as friendly and supportive colleagues.

Thank you for all your support these years. Wish you all best of luck and a great future ahead.

Yours sincerely,

\_\_\_\_\_ (Name of writer)

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