

GOODBYE LETTER TO COLLEAGUES-2

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Introduction

A goodbye letter to colleagues is written when an employee quits from the present position/designation after spending considerable amount of time in the organization due to unforeseen yet genuine reasons.

The employee expresses sadness over discontinuing service and bids goodbye to all colleagues to let them know about his/her bonding with them.

Goodbye Letter to Colleagues-2 Tips

Here are some useful tips to write a goodbye letter to your colleagues:

- Start by informing colleagues that you will be leaving this organization shortly and bidding them goodbye. Mention reasons for this sudden decision.
- Mention that you will miss this congenial atmosphere. Thank your colleagues for all their help.
- Thank your seniors for transforming you from a novice into a reliable and successful employee.
- Mention that you will cherish friendships and your stay forever and wish your colleagues and the organization the very best.
- End with a hope to stay in touch.

Sample Goodbye Letter to Colleagues-2

From:

Samantha Cage

324 Baker's Street,

10th Manning Street

Dakota

To:

Synergy Inc,

Third Avenue Towers,

Dakota

12 August 2013

Dear Colleagues,

I am writing this letter to bid goodbye and inform you all that I will be leaving this organization shortly as Senior Sales Manager. I have taken this tough decision to leave Synergy Inc after seven years of association due to sudden plans to shift my family to another place.

I learnt the nuances of my work from you all and will miss this congenial environment. I thank you all for your support, guidance and confidence reposed in me. I thank my seniors who transformed me from a novice into a reliable and successful employee.

I made some of my best friends at work and will cherish their friendship and my stay here forever. I wish this organization and you all the best in the years to come.

I will be glad to be in touch through e-mail or telephone, the details of which are already available with you all.

Yours Sincerely,

Samantha Cage

Goodbye Letter to Colleagues-2 Template

From:

_____ (your name)

_____ (your address)

To:

_____ (name of organization)

_____ (address of organization)

Date _____ (date of writing letter)

Dear Colleagues,

I am writing this letter to bid goodbye and to inform that I will be leaving this organization shortly as after ... years of service. (state reasons for your sudden decision).

I thank you all for your support, guidance and confidence reposed in me. (thank your seniors as well...).

I will cherish the friendships... and my stay forever and wish this organization and you all the best in the years to come.

I will be glad to be in touch through e-mail or telephone....

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Yours Sincerely,

_____ (your name)

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