MASTERING THE ART OF WRITING EMOTIONAL FAREWELL LETTERS

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Introduction

Emotional farewell letters are written to inform the recipient about your reason for farewell giving it an emotional touch. These kinds of letters are written generally to friends, relatives, neighbors or to someone who is really close to you. Emotional farewell letters are usually not written to colleagues or bosses unless they are really close, the most common type of letters to write to your office colleagues is just to bid them good bye.

An Emotional Farewell letter is written in to communicate with the person with whom you have shared parts of your private life or a person who had guided you in times of your crisis.

Emotional Farewell Letters are written in a way that it makes your feelings prominent to the recipient and also your intention of staying in touch with the person.

Mastering the Art of Writing Emotional Farewell Letters Tips

Tips for writing Emotional Farewell Letters:

- It should be friendly but must be written formally: balance the letter as emotional letters are written differently for friends or relatives.
- It must imply your actual purpose of letter writing: don’t go on whining forever, it’s a letter and must have a proper background and reason for writing.
- It must have a proper introduction and conclusion: greet and end the letter properly.
- It must have easy but effective words: do not use tough words that the recipient finds hard to read or to understand, but be sure about what words to use.
- Avoid excessive writing: do not make it too long, just be precise.
- Use small and simple sentences: don’t drag the sentences by putting ‘and’, ‘or’. Keep it small!
- Grammar must be maintained: when writing a letter is aware of using grammar properly.
- Do not be too hard on the person: if you are writing a letter to a friend than don’t be too judgemental about them.
• Appreciate the person: you must appreciate the person for their good deeds to make your life better.

• Be sincere: while explaining the memories do not compare your positive or negative times, just write overall.

• Be witty: try to write the letter in a way that would make the person laugh.

• Wish for a good future: before completing the letter wish the recipient a good luck for a bright future.
Sample Mastering the Art of Writing Emotional Farewell Letters

To,
Dear Arunima,

23/4 Asutosh Mukherjee Road
Bhawanipur
Kolkata: 700025

I am writing this letter to tell you that there is no friendship left in between us and you have given an absolutely absurd reason to break our friendship, but as I was your best friend sometime back I would forever wish the best for you.

I’ll cherish the crazy memories we shared, how we supported each other in a crisis, everything is etched in my mind clearly. I just wanted to tell you that I know you are hurt because of me but it was intentional from my end. You always be my best buddy and ever if you need me just know that I’m only at a hands distance.

Be in a good health and good bye and lots of luck to you.

Yours Friend,

Snigdha
67 B, Lake Market
Kolkata: 700026
07.08.2013
Mastering the Art of Writing Emotional Farewell Letters Template

To,

(Name of the Recipient)

(Address off the Recipient)

Dear Reetika,

How are you doing? I know that your grand mom passed away and that you were very close to her. But do not be sad as she will forever keep a watch on you.

Being your best friend I should have been there for you but as you know I’m leaving country for higher studies so I cannot be there with you. Please do not be angry on me, I’ll call you as soon as I can, but till then take care.

Yours Friend,

Deepali

(Name of the Sender)

(Address of the Sender)
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