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**Introduction**

Professional farewell are usually written by the employees or subordinates to their respective boss. This is written along with a reminder in respect to their resignation. This kind of letter states every vital followings which is needed. Moreover the professional farewell letters states every vital followings with certain formalities if needed. This kind of letter mentions every details of the employee as well as the dates of notice period which is being served.

**Writing Professional Farewell Letters Tips**

Tips for writing professional farewell letters

* Dues should be mentioned – While writing such farewell letters, one should mention all the dues for making further references.
* Leaving an email message – Before leaving the office or company, the writer leaves an email having the farewell message to all the co-workers. This results for them to know that the writer is going to resign or move out of the office.
* Including a contact number – While writing a professional farewell letter, the writer should mention his or her contact number for staying in touch.
* Be short and simple – During writing such letter, one should keep it short and simple. Lengthy explanations should be avoided.
* Do not mention sufficient basics – As the professional farewell letter would be kept under a permanent file, so it would be better to not mention too many basics.
* Mentioning a positive reason– The first preference for writing professional farewell letter, a person should mention a valid and positive cause for leaving the company or office.
* Provision of contact number – Giving contact number or an email address is a must for such kinds of farewell letters.
* Being thankful – Thanking the boss and the other employees for the opportunities being provided to the writer.
* Should not vent – When a person is writing a professional farewell letter, he or she should not express the feelings on a forceful manner.
* A notice period should also be provided in the professional farewell letter.

Sample Writing Professional Farewell Letters

7th August 2013

Suraj Vimani

Trioxilis Corporation,

63B, Jhowtalla Road,

Pune

Dear Sir,

As this organization has accepted my resignation letter which was dated 7th June 2013, today is my last working day in this company. However I have already served a notice period of two months which wasmentioned in the rules of the organization.

I would be joining Fortis Company Limited as a Project Manager on the 1st September 2013. Every formalities of the HR have been cleared out along with follow ups. I have handed the locker keys to Mr. Avery.

In case of any query, you can contact me at 0091987654321. However my personal email address is the same.

Kind regards,

Kiran Shukla

# Writing Professional Farewell Letters Template

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

# \_\_\_\_\_\_\_\_\_ (Name of the recipient)

# \_\_\_\_\_\_\_\_\_\_ (Name of the office)

# \_\_\_\_\_\_\_\_\_\_ (Address of the office)

# \_\_\_\_\_\_\_\_\_\_ (City/State/Zip Code)

# Dear Sir/Madam,

# Please accept my resignation letter from my position as \_\_\_\_\_\_\_\_ (present position) which is to be effective from \_\_\_\_\_\_ (date). I too have scheduledmy resignation from your office a month advance. This would permit me for adequate time for finishing my ongoing work and then my successor would prepare well for taking over my position.

# I have provided a position as \_\_\_\_\_ (preferred job title), a position which would give me a better opportunity for my future.

# I heartily tank you and this organization for support and co-operation. It was truly a wonderful experience working here. I am providing my contact number xxxxxxxxxx, but my email address would be same. So if you wish to contact me, then you can call me anytime.

# Yours respectfully,

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

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