Farewell email to colleagues on your last day

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Goodbye and thank you

Dear all,

Today is my last day at [Company Name]. After [Number] years in the [Department], it is hard to write this message, but it is time for me to move on to [new role / next step, optional].

I want to thank each of you. A special thanks to [Name] for the patience in teaching me [skill], and to [Name] for the late-evening problem solving that made our [project] possible. I have learned more here than I expected, and a good part of it came from lunch-table conversations as much as from work.

I will remember the [specific memory, for example, festival celebrations in the office / the first successful release] with fondness.

I would love to stay in touch. You can reach me at [Personal Email] or on [Professional Profile Link]. For anything related to my earlier work, [Colleague's Name] is the right contact now.

I wish the team all the best in the days ahead.

Warm regards,
[Your Name]