

GOODBYE LETTER TO COWORKERS

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Introduction

A goodbye letter to coworkers is usually written by an employee who is deeply saddened to leave his present organization and, his colleagues and coworkers. Although he is leaving for a better career and higher post, he is sad to bid adieu to his coworkers since he has built an excellent rapport and strong bonding with them over the years.

Goodbye Letter to Coworkers Tips

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

- Start by saying that you are deeply saddened to leave the present organization.
- Mention that despite career progress, you are sad to leave your coworkers.
- Mention that your stay was worthwhile and rewarding.
- Thank your coworkers for their support and mention that you will cherish your tenure.
- End the letter by wishing your present organization and coworkers a bright future. Furnish your contact details and say that you will be glad to hear from them.

Sample Goodbye Letter to Coworkers

From,

Date: _____ (Date on Which Letter is Written)

To,

Dear colleagues

I am writing this letter to all my colleagues and coworkers with a very heavy heart to inform that I will be leaving this organization from the post of Senior Manager HR in the next two weeks. I am slated to take over as Head, HR at Metmin Inc, Las Vegas.

Although the new appointment is a big leap in my career with bigger and better challenges, I am deeply saddened to bid adieu to you all. My stay in this organization for the past ten years has been worthwhile and rewarding in every sense.

I thank each one of you for your endless support which helped me grow into a productive and thorough professional. I will carry all these fond memories and cherish my tenure in this organization forever.

I wish this organization and all my colleagues and coworkers a very bright and successful future. I will be glad to hear from you all even after my departure. My contact details are:

Phone No: 4376892323

E-Mail: john @ me.in.com

Goodbye Letter to Coworkers Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Dear colleagues

I am writing this letter to all my colleagues and coworkers with a very heavy heart to inform that I will be leaving(name of organization) within.....(mention time frame).

Although the new appointment is a big leap in my career with bigger and better challenges, I am deeply saddened to bid adieu to you all. My tenure in this organization has been worthwhile and rewarding in every sense.

I thank you all for your endless support and wish this organization and all my colleagues and coworkers a very bright and successful future.

Thanks and regards

.....

(name and designation)

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