Your Name

Title

Company Name

Date

Recipient Name

Title

Dear (Recipient’s Name)

I am writing this farewell letter to you on behalf of XYZ Corporation. You served the company for 5 years and have played an important part in our overall growth and success. We regret the loss of a conscientious employee like yourself.

You have been a hardworking employee. The management appreciates your interpersonal skills through which you helped us attract more clients. In addition, your ability to handle challenging projects made you one of our most valued employees. The company will also miss you for being self-motivated, enthusiastic and driven – qualities that always helped us get closer to our organizational goals.

We would like to thank you for winding up the ABC Project before resigning. You have exhibited true professional ethics by fulfilling all your work responsibilities before leaving the office. We are especially thankful to you for organizing all the paperwork for the person who takes your position next. This is going to be a great help for the new employee as well as the company.

The company has cleared all your dues. You will receive your provident fund within a month. Kindly refer to the enclosed documents for details. As tomorrow is your last day in the office, kindly contact Steve Doe of the HR department for your clearance.

You are supposed to submit your company’s ID card as well as the gadgets provided to you by the office – laptop, cell phone, and pager. Steve will provide you further assistance with the clearance procedure.

The Company wishes you best of luck for your future endeavors. May your career flourish with your growing skills and experience.

Regards,

Senior HR Manager

Jane Doe