**To**

**[The Recipient Name]**

**Re. Good-Bye to my Colleagues**

Dear Friends,

I hope this letter finds you great. I am sad to inform you all that I am leaving this office and [date] will be my last day. I am shifting to [name the city] as I want to pursue further education along with work. As you know our work nature does not comply with the work-from-home capacity. Therefore, I realize that it will not be possible for me to continue my job here.

This office has been a great experience for me as it gave me chance to make such great and close friends here who are just like family to me. I will not be able to express much but I swear that I am very sad to leave you behind. Sometimes, we have to make tough decisions in our life for better opportunities and better life.

Life is filled with challenges and one of those severe challenges is to keep moving. We cannot stay in one place for the rest of our lives, therefore, moving and migrating are part of life.

I have wonderful memories with you including evening fun at coffee houses and late-night partying to mimicking our executives. I will miss each second of working here. I want to have dinner with you all, please let me know of your availability to cherish my advancement in life and bid farewell. Thank you for your unconditional love and support.

Regards

[Name]