

Farewell email templates

Moving on from your workplace? Between tying up loose ends and getting ready for your next step, it's worth taking time to type up a farewell email to your team.

So, how do you put that goodbye into writing?

Leaving a job can be emotional, and you may feel tempted to write at length on the highs and lows of the job or offer up criticism. But in this situation, short and sweet is best.

It's wise to err on the side of caution and be polite. After all, you never know when you might meet a colleague again down the track.

Here are four examples of genuine, professional and positive farewell emails. Select the template that suits you best, customise it with your own details, and you'll be one step further to leaving on a good note.

Simple farewell email template

Email subject: Time to move on

Dear team,

This note is to let you know that I am leaving <Company/Organisation> and <Day, Date> will be my last day.,>

I have enjoyed my time here and I would like to thank you for being such a great team to work with. I've appreciated all of the support and encouragement you have given me.

I will miss working with you but I'm looking forward to exploring a new path in <new job or career / new studies / new place to live or travel> .

Please keep in contact with me at <email address> or <phone number>.

Thanks again and I wish you all the very best.

Kind regards,

<First Name>

Farewell email for a career change

Email subject: It's time for a new chapter

Dear team,

This note is to let you know that I am leaving <Company/Organisation> and <Day, Date> will be my last day.,>

I have enjoyed my time here and I would like to thank you for being such a great team to work with. I've appreciated all of the support and encouragement you have given me.

I will miss working with you but I'm looking forward to exploring a new career in <industry> .

Please keep in contact with me at or <email address> or <phone number>

Thanks again and I wish you all the very best.

Kind regards,

<First Name>

Grateful farewell email

Email subject: Thank you and farewell!

Dear team,

This note is to let you know that I am leaving <Company/Organisation> and <Day, Date> will be my last day.,>

I have enjoyed my time here and I would like to thank you for being such a great team to work with. I've learned a lot from you all and I am grateful for all of the support and encouragement you have given me throughout my time here.

I couldn't have succeeded in this role without all of your help, and I will miss working with each of you, but it's time for me to explore a new path in <new job or career / new studies / new place to live or travel>.

Please keep in touch with me at <email address> or <phone number>.

Thanks again and I wish you all the very best.

Kind regards,

<First Name>

Retirement farewell email template

Email subject: <Your Name> – Time to retire

Dear team,

This note is to let you know that I am leaving <Company/Organisation> and <Day, Date> will be my last day.,>

I have enjoyed my time here and I would like to thank you for being such a great team to work with. I've appreciated all of the support and encouragement you have given me throughout my time here.

I will miss working with each of you, but it's time for me to start the next chapter of my life.

Please keep in contact with me at <email address> or <phone number>.

Thanks again and I wish you all the very best.

Kind regards,

<First Name>

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