

To:

CC:

BCC:

From:

Date:

Subject Line: – Stay in Touch

Dear friends,

You may have already heard around the office, but I wanted to let you know personally that I will no longer be with starting . It has been an incredible experience for me to work with all of you and I will truly miss everyone on our team.

I am planning to further my career at another company, but I would love to keep in touch with all of you. I will still be working in the city most of the time, so I hope we'll have a chance to grab a coffee whenever you guys can. It has been more than a joy to work on projects together and I will always treasure the memories we created at the office.

I won't have my current email address or phone number anymore, but you can get in touch anytime through my personal contacts. For emails, you can write at , for texts or calls please use .

Thank you all for the encouragement, support and love you have shown me throughout the years. The feeling is and always be mutual, no matter where life takes us.

Hope to see you soon!

Yours truly,

E: | **P:**