

Farewell Letter Upon Leaving Employment

This package contains:

1. Instructions & Checklist for a Farewell Letter Upon Leaving Employment
2. Farewell Letter Upon Leaving Employment

Instructions & Checklist for Farewell Letter Upon Leaving Employment

- This package contains (1) Instructions & Checklist for Farewell Letter Upon Leaving Employment; and (2) Farewell Letter Upon Leaving Employment;
- This form is designed to assist you in drafting a letter for when you wish to say farewell to someone who is leaving their employment.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I understand you will no longer be working with [Name of Company or Position].

Before leaving, I wanted to let you know how much I appreciated having the opportunity to work with you. Your personal integrity, many accomplishments and strong work ethic have been an inspiration to us all. You were truly an asset to [Name of Company].

Again, I wish you all the best as you move on to other opportunities.

Sincerely,

[Your Name]