

**Introduction**

An emotional goodbye letter to coworkers is usually written by an employee who is deeply saddened to leave the organization he is working for and to bid adieu to his coworkers.

Although he is moving to another organization with batter career prospects and higher designation, he is sad to leave since he has to say goodbye to his coworkers with whom he built an excellent rapport over the years.

**Retirement Goodbye Letter Tips**

Here are some useful tips to write a retirement goodbye letter:

* Start by informing everyone about your retirement date.
* Mention that you are happy for getting leisure time with your family, but sad to stop working and enjoying with friends.
* Mention you had a fruitful tenure of thirty years in which you progressed in professional and personal fronts. .
* Thank everyone for their support and mention that the friends you made will remain forever.
* Mention that you are proud to be part of this organization. Wish everyone and the organization a bright future.
* End by saying goodbye.

**Sample Retirement Goodbye Letter**

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Dear colleagues

I am writing this letter to all my colleagues and coworkers with a very heavy heart to inform that I will be leaving this organization from the post of Senior Manager HR in the next two weeks. I am slated to lead the HR department in Metmin Inc, which is also an IT- Enabling Company.

Although the new appointment is a big leap in my career with bigger and better challenges, I am deeply saddened to leave this organization in which I served for the past ten years. My stay here has been worthwhile and rewarding in every sense.

My growth into a productive and thorough professional has been possible due to the endless assistance given by each one of my colleagues and coworkers. I will cherish every day of my stay in this organization forever and always keep these fond memories alive.

I wish this organization and all my colleagues and coworkers better successes in the future. I will be glad to hear from you all after I’ve moved on. My contact details are:

Phone No: 4376892323

E-Mail: john @ me.in.com

# Retirement Goodbye Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

#

# Date: \_\_\_\_\_ (Date on Which Letter is Written)

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Dear All,

# I am writing this letter to the entire staff at ….. (name of organization) to inform that I will be retiring from service …………(mention date). While I am happy to get leisure time with my family, I will deeply miss my work and friends.

# During my fruitful tenure of …. (mention years), I progressed in my professional and personal life. I thank each one of you for all your support, guidance and assistance. The friendships and associations I made here will remain forever.

# I wish you all and this organization a bright future and thank each one of you once again.

# It will be a pleasure to be in touch.

# Best Regards

# \_\_\_\_\_\_\_\_\_\_ (your name)

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