to: email of the receiver  
 from: email of sender

Subject: Goodbye letter to a coworker

Dear Colleagues

I am writing this letter, to you, my co-workers and colleagues to inform you all that in two week s time I will be leaving the organization. My time at DHS I feel has been advantageous and worthwhile, but I feel that it is now time to take on bigger and better challenges.

You have all, individually, and as a whole, been an inspiration to me, and I have learned things from all of you and will take with me the fondest of memories of my time within the company. I feel some pain in leaving behind such great colleagues and co-workers.

I would like to take this opportunity to wish you all as individuals, as well as a company as a whole, all the very best for the future.

Please do not hesitate to contact me

phone: \_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_