Dear Colleagues,

As all of you are aware, that this is my last week in the company, as I am planning to leave for the good. I have been a part of this organization for the past five years and it has been a pleasure working with all of you.

Each one of you has played an import ant role in the building of my career as I have learned a lot of things during these five years. I could not have left without formally thanking each one of you and saying a goodbye for the one last time.

I would like to wish all the very best to one and all for a bright future ahead.

Best regards,

Mr. John