**Subject:** Your Name—Moving On

**Salutation**

**Message Body**  
If you know the person well, you can send an informal message relaying your plans for the future. For other colleagues and clients, send a formal farewell message.

Mention that you're moving on, share your appreciation and thanks, and add a request to stay in touch.

Include your personal contact information in the message or in your signature, so it's easy to stay connected.

**Closing**

**Signature**