**Goodbye email to a group of coworkers**

**Subject Line: Moving On**

My Fellow ABC Company Employees,

I wanted to let you all know that I have accepted another opportunity and my last day with ABC Company will be tomorrow, October 3.

While I am looking forward to the next steps in my career, I will deeply miss working with each of you. I have thoroughly enjoyed my time with this company and am especially grateful to have met each of you.

If you have any questions regarding my accounts, please reach out to Mandy Jenkins, who is stepping into my role until the new account manager begins Nov. 1.

Please feel free to keep in touch. You can reach me at my personal email address j.weiss85@email.com or on my cell at 555-123-0045.

Thank you again, and best of luck in all your future endeavors!

Sincerely,

Jacob Weiss