**Mẫu 3:**

Dear All,

After a year of exciting and memorable stint with [ ], I am bidding adieu next week to this company to pursue other career opportunities. As I move on, I would like to take a moment to remember and cherish our times together. It’s been great interacting and knowing each one of you. Even though I will miss you all here I am looking forward to this new challenge and to start a new phase of my career.

This is not a goodbye, only “hasta luego” or “see you later”.

Do stay in touch.

My personal contacts are:

Email (xyz@yahoo.com)

Contact phone number (………………………………. ).

Please do drop in a note with your personal contacts to my mail id.

Good luck and wish you all the best in your endeavors!

Best regards,  
[……………………………………….. ]