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Text Format: <https://www.lettersandtemplates.com/farewell-letter-to-suppliers>

Farewell Letter To Suppliers

A farewell letter is an unofficial letter that you send to suppliers to inform them that you are no longer working for a company and optionally inform that you are moving to another organization.

The purpose of the letter is to:

Thank them for their business.

Make sure that they stop contacting you regarding issues pertaining to your old company.

Tell them about your replacement.

Maintain a good relationship with them.

Inform them about where you are going in order to continue doing business.

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farewell email template

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Pro Tip: Should you send a fresh email to every coworker? Start with farewell email templates. Spend more time customizing for cherished contacts. For others, Download this professional Emotional Farewell Email To Colleagues template now! This easy-to-customize is useful for any kind of personal matter. We support you 21 Aug 2013 — Office Farewell Invitation Email is a sample invitation by the managing director to the farewell party of one of the staff. Email template 3 days ago — Tailor your farewell email message to unique colleagues. ... below are some goodbye email templates that you can add your own spice to.

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