

FIVE

FAREWELL LETTER

STEPS TO HELP WRITE YOUR

1

GRATITUDE

What lessons, skills, education, people, and meaningful experiences did you have?



2

CHALLENGES

Recognize and name the struggles, people, processes, and challenging parts of the job and how they helped you grow.

3

RELEASE

Declare your Intent to move forward and release your attachment to the old organization.

4

CLOSING AFFIRMATION

Write "I AM ready for the next chapter" or any other "I AM" statements that resonate with moving forward.

I AM ENOUGH

5

ACKNOWLEDGEMENT

What did the role, company, and people mean to you? How have you changed?



Thank you

Thank you for downloading the farewell letter template; I hope you find the information helpful.

If you want more tools, wisdom, and stories to help you navigate and integrate work transitions, let's connect.

I would love to hear how the letter process went for you.

You can [email me](#) or DM me on IG or LinkedIn.

And don't forget to listen to the Fire Inside Her Podcast!



*Koko,
Diane*

THEFIREINSIDEHER.COM

