

Goodbye Email to Boss

Subject: Thank you for your support!

Dear Mr. Edward,

Since the coming Friday, 8th June 2022 will be my last working day at Glimpse Pvt. Ltd., I would like to take this opportunity to thank you from the bottom of my heart. Saying goodbye is not that easy but I guess it's my time with you and the team ends here.

I will never forget how you have always supported and guided me over the past four years. It really was an honor for me to work under your supervision and leadership. I learned a lot from you in all these years. The way you carry yourself with grace and how dedicated and devoted you are to your work is truly inspiring. It was a great experience for me as I got the opportunity to learn a lot of things from a competent and skilled professional like you.

I will always be grateful to you for everything you have done for me. Even though this relationship of colleagues between us is coming to an end, I would like to stay in touch with you and hope that you would also love to. You can always reach out to me at 123-321-6666 or on my personal email at example@yahoo.com.

Once again, thanks a lot and I wish you and the team nothing but the best of luck!

Sincerely,

Robert Freeman