

FAREWELL LETTER TO BOSS

Included:

Introduction

Farewell Letter to Boss Tips

Sample Farewell Letter to Boss

Farewell Letter to Boss Template

Introduction

Life does not flow in a single track. There are many parallel tracks that we need to take to reach to a particular destination. If you compare your journey with a train journey you can understand it very well. One single company is not capable enough to provide you all the needs you have and to reach a particular destination you might have to change the company.

There are two basic ways of moving forward. If there is any increment of the salary and promotion in the position or you might have to change the company for a better position and the salary. There is nothing wrong in it. While leaving your old company you might come across few things emotional attachment and the memory that you have earned all the years.

It is not easy to communicate a good bye or to say farewell. It might not be emotional for you only for your boss as well. So while you are writing a farewell letter to your boss you have to be careful as it is going to be stored in the memory for a long time. A slight misunderstanding may ruin the farewell of yours.

Farewell Letter to Boss Tips

There are few things that one needs to keep in mind while writing a farewell letter to the boss.

They are:

- The letter must have the semiformal approach.
- The letter must carry all the information in detail and the proper reason for leaving the company.
- The letter must carry the style that communicates in the way like you are trying to be formal but you can't because you are emotionally driven off.
- Assure that whatever comes in the future but you will not going to spoil the relation.
- Make him assure that the end of boss & employee relationship is the beginning of new friendship.
- If you some valuable tips to provide about the company you can also do that and it will show the care for the company.

Sample Farewell Letter to Boss

Vincent Cooper,

23 A, lake road,

Salt Lake City,

Utah.

+1(888)943 7879

Vincent.cooper@gmail.com

Date: 8/8/13

Mark Roger,

Managing director,

ABC Company,

34C Russell Street,

Salt Lake City,

Utah.

Dear Sir,

I would like to draw your kind attention I want to put this letter into your notice that I am going to leave the company due to some personal reason. I was waiting for such long I am not getting to see any kind of growth to the company and in my carrier as well. I cannot sacrifice my carrier any more.

I have got some great opportunity to some other company and I really like to look forward to that. I hope you can understand my concern. One thing I really can assure you from my end that this is not the end of some relationship though it might be the end of specific boss and employee relationship but the just the another beginning of a new friendship.

Thanking you.

Yours faithfully,

Vincent cooper

Farewell Letter to Boss Template

You name,

Your address,

Your phone number,

Your email

Date: _____

To whom it may concern

Dear Sir,

I would like to put this letter into your kind attention that I am going to leave this company due to some reason as (_____ mention the reason_____). I have got some better offer from other company. It was very nice working under and I still believe that you are the best boss ever. I have learnt a lot from you.

I hope you understand mu concern and hopefully we can continue a good and healthy relation with one another in the future.

Thanking you.

Yours faithfully,

(Your name)

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