

## GOODBYE LETTER TO BOSS

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## Introduction

A goodbye letter to boss is written when an employee conveys his intent to resign from the present organization. He bids adieu and thanks his boss for all the support in professional and personal matters which has given him confidence to do well in his new job.

## Goodbye Letter to Boss Tips

Here are some helpful tips to write a goodbye letter to your boss:

- Start by mentioning that this letter is an official notice of resignation, bid goodbye and thank your boss and other colleagues for their support and guidance.
- Mention that you are looking forward to the new job, yet sad to leave this organization and your team.
- Mention that you are sure to do well in the new place due to the skills and experience gained here.
- End by wishing your boss and colleagues a bright future.

## Sample Goodbye Letter to Boss

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

I have decided to take up the new assignment I had spoken about earlier and write this letter as an official intimation of my resignation. I want to bid goodbye and thank you and other members of our team for your valuable support and guidance throughout my tenure of eight years.

I am excited to join Macfin Controls Pvt Ltd as Assistant Manager Marketing and Sales from 17 September 2013 but, equally sad to leave my team and this organization.

I owe my growth in professional and personal spheres to your support and encouragement. Equipped with the skills and experience I gained here, I am confident to live up to the expectations of the new organization.

I wish you and my colleagues a bright future and will be glad to hear from you all.

Yours Sincerely,

Mike Malcom

## Goodbye Letter to Boss Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

I have decided to take up the new assignment and write this letter as an official intimation of my resignation. I bid goodbye and thank you and other members of our team for your valuable support and guidance.

I am to join ..... (name of organization) as .....(mention designation) from ....(mention date) but, am equally sad to leave my team and this organization.

I owe my growth in professional and personal spheres to your support and encouragement. Equipped with the skills and experience I gained here, I am confident that I will live up to the expectations of the new organization.

I wish you and my colleagues a bright future and will be glad to hear from you all.

Yours Sincerely,

\_\_\_\_\_(your name)

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