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Sample Goodbye Letter to Boss

Goodbye Letter to Boss Template

Goodbye Letter to Boss

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**Introduction**

Goodbye letter to boss is written by an employee to his boss to convey his intent to resign/separate from the present organization. He thanks his boss for all the support, encouragement and guidance in professional and personal matters which has evolved him into a responsible and mature individual that he is today.

**Goodbye Letter to Boss Tips**

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

* Start by mentioning that you already informed intent to discontinue your services.
* Mention that you want to thank him for all his support during your stay.
* Mention that you are taking along valuable lessons you learnt from him.
* Mention few skills you learnt from him like team management, motivation and so on.
* Say you are prepared to face challenges thanks to him.
* End by thanking him for everything and with a hope to be in touch.

Sample Goodbye Letter to Boss

From,

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

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

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

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

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

To,

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

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

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

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

Dear Mr. David,

I had informed you earlier about my intent to discontinue my services in this organization. I thought of spending few minutes on my last day at work to personally thank you for all the support and encouragement I received from you during my tenure.

You have always been my role model, mentor and guide. I am taking with me valuable lessons, some of which I learnt by merely observing you at work. You taught me the importance of keeping a team together despite personal limitations, honing individual skills and ways to motivate coworkers to attain an organization’s objectives and goals.

I have grown from a novice to a thorough professional since you reposed faith in my work, boosted my confidence and prepared me to take on new challenges.

I thank you once again for grooming and preparing me to progress professionally and personally. It will be a privilege to be in touch with you.

My sincerest regards

Tom Hanks

4637868679

Tom @ slip.co.in

# Goodbye Letter to Boss Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# 

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

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Dear Mr.\_\_\_\_\_\_\_\_\_\_, (boss’s name)

# I thought of spending few minutes on my last day at work to personally thank you for all your support and encouragement. I will be leaving ……………(name of old organization) to join ……(name of new organization) from….(mention date).

# 

# I am taking with me valuable lessons… (mention few skills you learnt from him like team management, motivation and so on).

# I thank you once again for grooming and preparing me to progress professionally and personally. It will be a privilege to be in touch with you.

# My sincerest regards

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

# \_\_\_\_\_\_\_\_\_\_ (your telephone number)

# \_\_\_\_\_\_\_\_\_\_ (your e-mail address)

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