

## GOODBYE LETTER TO BOSS

### **Included:**

Introduction

Goodbye Letter to Boss Tips

Sample Goodbye Letter to Boss

Goodbye Letter to Boss Template

## 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)

## Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from [www.letters.org](http://www.letters.org)