

After a year of exciting and memorable stint with [], I am bidding adieu next week to this company to pursue other career opportunities. As I move on, I would like to take a moment to remember and cherish our times together. It's been great interacting and knowing each one of you. Even though I will miss you all here I am looking forward to this new challenge and to start a new phase of my career.

This is not a goodbye, only "hasta luego" or "see you later".

Do stay in touch.

My personal contacts are:

Email (xyz@yahoo.com)

Contact phone number ().

Please do drop in a note with your personal contacts to my mail id.

Good luck and wish you all the best in your endeavors!

Best regards,

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Goodbye letter from employee to manager

Hi John,

As I informed you in our meeting last week, my last working day at ABC is next Friday, Sept. 29th. I want to take a few minutes today to convey my thoughts in being part of your team for the last 2 years.

I have been extremely satisfied with my work at ABC, working under your guidance has been a learning and an enjoyable experience. I thank you for your support and encouragement during these two years.

However, I feel that it is time for me to move on to new opportunities. This decision was not an easy one and it took a lot of consideration. I think this decision is in the best interests towards fulfilling my career goals. I want to do my best in completing my existing responsibilities and then ensuring a smooth transition.

Also, I would like to thank you again, Amy, Andrew, and all others for the help and guidance during all these years of my employment, and would like to extend my best wishes to the entire group.

My personal contacts are:

Email (xyz@yahoo.com)

Contact phone number ().

Please feel free to contact me even later on in case you need help with the transition of my responsibilities to another employee.

Sincerely,

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Goodbye letter from manager to his/her Team

Dear Team,

As I informed you all in the last meeting, I am moving on to a new challenging position in another company next week. My last working day is Friday, January 25th.

Today I want to take the opportunity to thank you all for being a great team to work with all these years.

It has been an amazing working with you all these last three years and I will miss your enthusiasm, perseverance, and the 'never say die' spirit and of course the talent that you brought to our group. I thank you for all your support throughout and hope you continue to extend your cooperation to the current leadership teams and the succeeding manager. I wish you all, my fellow partners and everyone in the larger XYZ family, all the very best.

Do not hesitate to contact me at: 123@yahoo.com.

With best wishes,

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