

## Goodbye Letter to Employer

To,

[Name],

Date: DD Month, YYYY

Dear [Name of the employers],

We had this discussion sometime back, and I am thankful for you to take time out from your busy schedules to talk to me about my plans. In my tenure as [Position] with your organization, I have got umpteen opportunities to observe and learn from you, and it feels really special to know that you are interested in my future.

This is a note to say goodbye and heartfelt thanks for all the opportunities you have given me over the years. I wish we would stay in touch so that I can keep learning from you.

My email ID is [Email ID]. I look forward to hearing from you.

Thanks.

Regards,

[Sender's Name]

