**Farewell Email to Boss/Manager**

**Subject: Goodbye!**

Dear Sir,

I am writing to express my sincere gratitude for the opportunity to work with a qualified and competent person like you. It was such an honor for me to work under your leadership. I have learned a lot from you and I know all this learning will definitely prove to be fruitful for me in the future.

I will always remember the support and the friendly environment that you provided me here at [mention Company’s Name]. Your leadership skills and your ability to handle pressure and meet the work deadlines are some traits that I would always be willing to adopt. I am also grateful to you for your trust in me.

I hope that [mention Company’s Name] will keep growing under your excellent leadership and I wish you and the team all the best for the future. Hopefully, we will stay in contact even after my departure. Please let me know if there is anything I can do to make the transition process easy and smooth.

Thanks a lot once again!

Sincerely,

[Name]

[Contact Number]