**Mr. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**Employee**

**Goodbye Letter**

Assistant Manager (Job Title)

Quality Control Department (Department)

Store or Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBJECT: IT IS TIME TO SAY GOODBYE TO YOU AND ALL**

**Respected Sir/Madam,**

As you know, I’ll be leaving the company on and tomorrow will be my last day at work, but I wanted to take the opportunity to drop you a quick letter to say goodbye professionally.

Working under your supervision and guidance, was absolutely delightful and honor and I’ve really enjoyed all those periods, months when we achieved targets together as a team. I have no doubt that you’ll continue to guide other colleagues and assist them in getting excel in their professional life. I wish you all the best for the future.  
Although I won’t be available there to greet you and clap for your success, that doesn’t mean that I can’t get in touch with you. Similarly, I want to leave my contact with you so please drop me a message whenever you need me. I shall feel honor in making your work or life comfortable again.

Once again, I am saying thank you for your guidance and affection, which you truly deserve.

**Best Regards,**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_