**Goodbye Letter Example**



**[Write Name Here]**

[Designation]

[Address]

[Contact]

**Date: 00/00/0000**

**Dear [Write name / relation here]**

You are already aware about the fact that I would be here only for another fifteen days. Therefore, I wanted to say a formal goodbye before I leave for the long awaited career opportunity that has finally come to me.

I know it is tough for both of us, but I sincerely believe that one should rise in love and not fall in love. As you know, opportunities never come easy, and this was one, which I never wanted to miss.

Therefore, with a heavy heart I want to thank you for all the good time that we spent together and say a final good bye, as we do not be able to be with each other in future.

Yours Sorrowfully,

**[Name Here]**

[Address]