**Goodbye Letter**

**[Write Name Here]**

[Designation]

[Address]

[Contact]

**Date: 00/00/0000**

**Subject: Dear [Write name / relation here],**

As you already know, I have been transferred to Washington. As I will be leaving the station tomorrow, I would like to thank you for all your help and kindness. I had many wonderful experiences with you and it has become quite hard to say goodbye to you.

Even though it is hard to leave you now, I promise to come and meet you during my holidays. In the mean time, we will keep in touch through phone calls and mails. As you have my new contact number and email address, you can always feel free to contact me.

Best regards,

**[Name Here]**

[Address]