Goodbye Letter to Friend

**Date:**

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

I am writing this letter to let you know that I am going on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from coming (date and day). I have joined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ organization and leaving my current job/business from (date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

I wish to inform you that during the period of our friendship, I found you by my side every time, whenever I need your assistance. You were part of my success either in personal life or in professional life. Without you, I cannot achieve whatever I have achieved so far. All credit goes to you and I will remember it till my last breathe.

Before I stop writing this letter further, I would like to appreciate your support. Especially, the moment when (write the whole event in details here).

I am really hopeful; you will receive this letter in your good health. I shall be available on given below contact details for you, whenever you need my assistance.

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Best Regards,**

**Name:**

**Address:**