**Goodbye email to your CEO or founder**

Dear Cynthia,

As you know, today is my last day with ABC Startup, and I have to say this is an incredibly bittersweet day.

My time here has been overwhelmingly positive, and I've loved learning under your leadership. I've grown so much as not only a person but also a designer, and I largely attribute that to the positive culture you've established as well as your support in my continued professional development.

I wish ABC Startup nothing but the best, and I do hope we can keep in touch. Feel free to reach out at firstnamelastname@gmail123.com or find me on LinkedIn.

Thank you again for giving me this incredible opportunity these past three years, and I look forward to seeing what ABC Startup accomplishes next.

Sincerely,

Scott