**Goodbye email to your manager or superior**

Subject line: Thank you for everything

Dear Joan,

As you know, today is my final day with Paulus and Associates. The past three years have been an invaluable experience for my career, so I wanted to send a note letting you know how much I’ve enjoyed my time here.

Under your leadership, I’ve grown not only as a lawyer but also as a person. No one has influenced me more than you in that regard. It is bittersweet for me to move on to my next role, but I’ll always look back on my time here with gratitude.

Please don’t hesitate to reach out to me if there’s anything I can ever do for you.

Sincerely,

Willa