**Goodbye letter to boss template**

Dear [name of your boss],

As you know, [today, tomorrow or specific time-frame] is my last day working for [name of company] as a [title of your current position]. While I am sad to be leaving [name of company], I am excited about the new experiences and opportunities awaiting me [include the specific name of new company, where you or moving, or the reason you are leaving if you choose to disclose this information].

I want to express my appreciation for [reason you are thankful for your boss]. [Include a specific example of the reason you are thankful for your boss.] I would not have been able to accomplish all the things I have without your encouragement, support and guidance during my time here.

I wish you and the entire team continued success. It would mean a lot to me for us to maintain contact after I leave. You can contact me at [personal phone number, email address or both]. Thank you again for all that you've done.

Best wishes,

[Your name]