**Example goodbye letter to boss**

"Dear Ms. Clements,

As you know, tomorrow is my last day working for Premier Marketing Solutions as a senior copywriter. While I am sad to be leaving, I am excited about the new experiences and opportunities awaiting me in my new role as a content manager.

I want to express my appreciation for the lessons you have taught me over the past five years. Above all else, you have taught me how to be a great leader and mentor. Having you as my manager has had such a positive impact on my professional development and career. I would not have been able to accomplish all the things I have at Premier Marketing Solutions without your continued encouragement, support and guidance throughout my time here.

I wish you and the entire team continued success and can't wait to see the great things you continue to achieve. It would mean a lot to me for us to maintain contact after I leave. You can contact me on my cell phone at 588-223-1234 or at my personal email djohnson@email.com. Thank you again for all that you've done.

Best wishes,

Dakota Johnson"