

Farewell Letter to [Manager's Name]

Dear [Manager's Name],

As you prepare to embark on a new journey with [New Company Name], we wanted to take a moment to express our gratitude for your exceptional leadership and guidance.

Your vision, dedication, and encouragement have profoundly impacted our team, and your absence will surely be felt. Thank you for all the support you have provided during your time here; we have learned so much and grown under your direction.

While it is difficult to say goodbye, we are excited for you and this new opportunity that awaits you. We wish you nothing but the best in your future endeavors.

Please keep in touch, and know that you will always have friends and colleagues here at [Current Company Name].

Warm regards,

[Your Name]

[Your Position]

[Current Company Name]