

Farewell Letter to Manager

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. As you know, I will be leaving my position at [Company Name] on [Last Working Day], and I wanted to take a moment to express my heartfelt gratitude for your support and guidance during my time here.

Your mentorship has greatly influenced my professional growth, and I am grateful for the opportunities I had to learn from you. I have always admired your leadership style and the way you motivate our team.

I will cherish the memories and experiences we shared and look forward to staying in touch in the future. Thank you once again for everything.

Wishing you and the team continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Contact Information]