

Heartfelt Letter

Dear [Manager/Boss Name],

I am writing to let you know how much I appreciate your mentorship and guidance during my tenure at [Company Name]. Your leadership has inspired me, and I am grateful for the opportunities to grow professionally and personally.

Leaving is bittersweet, but I carry the lessons and experiences with me. Thank you for your support and encouragement.

Warm regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/business-farewell-letter>