

Formal farewell letter to employer

Subject: Farewell and Gratitude

Dear [Employer's Name],

I am writing this letter to formally bid farewell as I transition out of my role at [Company Name]. My last working day will be [Date], and I wanted to take a moment to express my sincere gratitude for the opportunities I have been given during my time here.

Working under your leadership has been a truly rewarding experience. I have learned valuable lessons that will continue to guide me throughout my career. Your guidance, trust, and support have played a pivotal role in my professional development.

While I am excited about the next chapter in my career, I will always hold fond memories of my time with the company and the team. Thank you once again for everything.

Sincerely,

[Your Name]

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