Your Name

Title

Company Name

Date

Recipient Name

Title

Dear (Recipient’s Name)

It has been a great honor working as the Assistant Manager of the Finance Department under your supervision. It is difficult to say farewell to you since you have been such a great leader and mentor. I cannot imagine working without your guidance and advice. However, as Ernie Harwell said

*It's time to say goodbye, but I think goodbyes are sad and I'd much rather say hello. Hello to a new adventure!*

therefore, I must congratulate you for your new job and hope the person who takes your position here turns out to be at least half as good as you have been in your role as the head of the department.

I have learned a great deal under your guidance. You helped me grow professionally and brushed-up my skills. I am grateful to you for all your professional support. You have also been very kind and understanding towards all your juniors. I must say we have all been lucky to have you as our boss.

On behalf of the entire department, I wish you the best of luck for your next professional venture. Once again, thank you for your valuable advice, supervision as well as patience and kindness.

Sincerely,

ABC