Sample Wording to Say Thank You

Managerial Staff

It's important to avoid burning bridges during your professional life. No matter what the reason for leaving your current position, it is best to express appreciation to your supervisor or others in positions of authority. If you're leaving for a better career position, there's a good chance the opportunity presented itself because of the experience you gained during your employment.

Consider writing a farewell note to your former supervisor letting him or her know that you appreciate the opportunities you enjoyed while working for the organization. You may even want to write a similar note to those at higher levels of management in your organization. Doing so ensures you leave on a positive note and makes a final impression of professionalism.

"As I leave to pursue my new career venture, I want to take the time to thank you for your expert tutelage and support during my employment. Working under your capable supervision and direction has been a memorable experience, and the skills and abilities you helped me develop will empower me to reach my professional goals more quickly in the future. I wish you the very best in all your endeavors."

Co-workers

Depending on the reason you are leaving your job, your co-workers may throw a going-away party and/or provide you with a farewell gift. It's certainly a good idea to express your appreciation to the people you worked with side by side for so long when you're leaving, especially when they go out of the way to let you know how much you'll be missed.

Alternatively it's not uncommon for co-workers to throw baby showers for their peers who are leaving work to have a baby and become a stay at home parent. Thank you notes in this case can double for the gifts, shower and work related items.

"Being part of this corporate community has given me many pleasant memories to cherish as I move into a new season of my life. I'll probably never forget how welcome everyone made me feel on my very first day here. Best wishes to you all! I hope we can say au revoir rather than good-bye and stay in touch as we pursue our personal goals."

Retirement or Life Change

Many times, people who leave work to return to school or retire are the fortunate recipients of going away parties or gifts. Those who leave because their spouses are being transferred to another town also frequently enjoy festive send-offs from their co-workers as do individuals who are promoted within their companies and transferred to another location.

"While I'm excited about finally having the time to do all those things I've dreamed about for years, my thoughts are tinged with sadness as well. During my employment here, my co-workers and managers have taught me so much about dedication, loyalty, teamwork and enthusiasm. I have enjoyed being a part of such a cohesive team and wish each of you all the success you so richly deserve."

"As I move into a new level of responsibility with our company, I'll always remember the help and support of my colleagues. I've enjoyed being a part of this group, and I'll miss our team spirit and enthusiasm that made each task or project seem easy to achieve. Best wishes to one and all!"

Unpleasant Work Environment

Of course, not all farewell thank you notes are written in direct response to appreciation for a party or a gift. In fact, you may be leaving a hostile or uncomfortable work environment to move to one that is more amenable. You can still exhibit professionalism by thinking about the people who were helpful to you throughout your career with the organization. Write them a thank you note, letting them know how grateful you are for the mentoring and support they provided during your tenure.

"Working here has been an unbelievable experience that has honed my strength and determination to succeed. I want to thank everyone with whom I've had the privilege to interact and wish you all the very best in your professional and personal lives."

Tips for Writing Farewell Messages

Use these tips to help you prepare your good-bye messages quickly and easily:

Write your message in draft form and read it aloud. Many times, this helps you discover any grammatical errors or awkward sentence structures. When you are pleased with the results, re-write the thank-you in a finished format.

It's always best to keep written correspondence on a professional level, even when you are writing to individuals with whom you may have had a personal relationship as well.

Focus on specific ways the other person was helpful to you or shared memories.

Be sincere and keep it brief.

Include some form of contact information. This makes it easy for others to keep in touch if they choose.