

Goodbye Message & Transition Planner

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Say goodbye the right way — stay connected, stay confident. Use this guide to craft your farewell, complete final tasks, and move forward to your next opportunity.

Writing Your Goodbye Message

When leaving a job, a short, kind message leaves a lasting impression. Keep it positive, thank your team, and share a way to stay in touch. Avoid oversharing or complaints.

Example 1 – Team Farewell Email

Subject: Thank You and Farewell

Hi Team,

I wanted to let you know that I'll be leaving [Company Name] and my last day will be [Date]. It has been such a great experience working with all of you. I've learned so much and truly enjoyed being part of this team.

Thank you for your support and collaboration — I'll miss working together! Please feel free to stay in touch at [Your Email] or connect with me on LinkedIn.

Wishing everyone continued success,

[Your Name]

Example 2 – Manager or Client Message

Subject: Thank You

Dear [Manager's Name],

As I transition out of my role at [Company Name], I want to thank you for your guidance and support. I've learned a great deal during my time here and appreciate the opportunities you've provided.

I'll ensure that all current projects are up to date and will assist with a smooth handoff before my final day. Please don't hesitate to reach out at [Your Email] if needed in the future.

With appreciation,

[Your Name]

Transition Checklist

- Return company equipment (laptop, badge, phone)
- Save copies of personal files or work samples (with approval)
- Transfer key documents and passwords (if applicable)
- Set out-of-office or auto-reply email
- Update LinkedIn and resume with new role
- Collect written references or LinkedIn recommendations
- Confirm final paycheck and benefits details
- Share personal contact or LinkedIn link with team

Notes & Reflections Worksheet

What I'm proudest of accomplishing here:

People I'd like to stay in touch with:

What I learned that will help in my next job:

How I want to show up differently in my new role:

Moving Forward

- Celebrate the step you've taken. Leaving a job is the start of a new chapter — not the end of one.
- Take a few days to rest, reflect, and update your career materials.
- Stay connected with supportive coworkers and mentors.

Next steps on YesFreeMoney.com:

- Explore 200+ legit remote jobs in the Free Work-at-Home Jobs Database.
- Build or refresh your resume in the Free Resume Builder.
- Read Starting a New Job Tips: The Make a Change Series.

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