

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, Postcode]

Dear [Recipient's Name],

I am writing to formally announce my departure from [Company Name] effective [last working day, e.g., two weeks from the date of this letter].

I want to take this opportunity to express my sincere gratitude for the invaluable experiences and opportunities I have received while working here. It has been a pleasure to collaborate with such a talented team and to contribute to the company's success.

I appreciate all the support and encouragement I've received during my time here. I will cherish the memories and the friendships I have made. Please let me know how I can assist during the transition period. I hope to keep in touch in the future.

Thank you once again for everything.

Wishing you and the team all the best.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]