

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

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for the opportunity to work with you and your team over the past [insert duration]. It has been a valuable experience, and I appreciate the support and guidance provided.

After careful consideration, I have decided to move in a different direction regarding my career. This decision was not made lightly, as I have enjoyed our collaboration and have great respect for your work and the company.

I wish you and the team continued success and hope our paths may cross again in the future. Thank you once again for everything.

Best regards,

[Your Name]