

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of my upcoming departure from [Position] at [Company/Organization Name], effective [Last Working Day, e.g., October 31, 2023].

This decision was not easy and comes after careful consideration of my career goals and personal aspirations. I am grateful for the opportunities I have had while working with you and the team, and I appreciate the support and guidance you have provided during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in training my successor if needed. Please let me know how I can help during this period.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]