

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Departure Notification for JFK Travel

I am writing to inform you that I will be traveling from JFK Airport on [Departure Date] for [Purpose of Travel]. My flight details are as follows:

- Flight Number: [Flight Number]
- Departure Time: [Departure Time]
- Arrival Destination: [Destination]

I will be available via email and phone until my departure and will ensure a smooth transition of any responsibilities prior to my travel. Please let me know if there are any necessary arrangements or handovers required before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]