

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally confirm that my last working day at [Company's Name] will be [Last Working Day, e.g., October 31, 2023].

I want to take this opportunity to express my heartfelt gratitude for the support and guidance I have received during my time here. It has been a pleasure working alongside such a talented team, and I appreciate the opportunities for professional and personal growth.

Please let me know how I can assist in the transition process during my remaining time. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Warm regards,

[Your Name]  
[Your Job Title]