

[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 announce my transition from my current role as [Your Position] to [New Position/Department] effective [Transition Date].

Over the past [Duration], I have enjoyed my experience at [Company's Name], and I am excited about the opportunities that lie ahead in my new role. I believe this transition will allow me to [State Reason, e.g., further develop my skills, contribute to a different team, etc.].

I am committed to ensuring a smooth transition and will work closely with you and my team to transfer my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your continued support and guidance. I look forward to this new chapter while remaining a part of [Company's Name].

Sincerely,

[Your Name]
[Your Position]