

[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 notify you of my decision to transition to outside employment. After careful consideration, I have accepted a position that presents an exciting new opportunity for my professional growth.

I will ensure a smooth transition by completing all outstanding tasks and providing any necessary training to my colleagues. My last working day will be [Last Working Day, typically two weeks from the date of the letter].

I sincerely appreciate the support and opportunities I have received during my time at [Company's Name]. I value the experiences and relationships I've built here, and I look forward to staying in touch. Thank you once again for your understanding.

Warm regards,

[Your Name]