

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally announce my decision to transition to a new career path, moving away from my current role as [Your Current Job Title] at [Current Company Name] to pursue an opportunity in [New Career Field/Industry].

After careful consideration, I believe that this change aligns better with my skills and passions, specifically [briefly explain what draws you to the new field]. My experiences in [mention relevant experiences or transferable skills from your current position] have prepared me for this new direction.

I am excited about the potential to contribute to [mention specific company or field] and am committed to a smooth transition. I am more than willing to assist in training my replacement and ensuring that outstanding projects are completed.

Thank you for your support and understanding as I take this significant step in my career. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,
[Your Name]