

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally announce my decision to transition from my current position as [Your Job Title] at [Company's Name] to pursue an exciting opportunity in [New Job Title or Industry] at [New Company Name]. This was not an easy decision for me, as I have greatly valued my time at [Company's Name] and the relationships I have built here.

I am grateful for the opportunities for growth and development I have received during my tenure, particularly [specific projects or experiences]. I have learned so much from my colleagues and mentors, and I appreciate the support and guidance provided to me.

My last day at [Company's Name] will be [Last Working Day]. I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the experience and support. I look forward to staying in touch and hope our paths cross again in the future.

Warm regards,  
[Your Name]