

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally announce my transition to the role of [New Position Title] starting on [Start Date].

I am excited about this opportunity and look forward to bringing my skills in [mention relevant skills or experience] to the team.

I want to express my gratitude for the support and guidance I have received during my time in the [Current Position Title]. Working alongside such talented colleagues has been a valuable experience, and I am committed to ensuring a smooth transition.

Please let me know how I can assist during this period. I am eager to collaborate and help with the onboarding process of my successor.

Thank you once again for your leadership and support. I am looking forward to the new challenges ahead in my new role.

Sincerely,

[Your Name]