

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally notify you of my transition from my current position at [Company's Name]. My last working day will be [Last Working Day, typically two weeks from the date above].

I have thoroughly enjoyed my time at [Company's Name] and am grateful for the opportunities I've had to grow both professionally and personally. I appreciate the support and guidance from you and my colleagues throughout my tenure.

During this transition period, I am committed to ensuring a smooth handover of my responsibilities. I will work to finalize any outstanding projects and assist in training or briefing my successor.

Thank you once again for the valuable experience. I look forward to staying in touch and wish the company continued success.

Sincerely,
[Your Name]