

Departure Letter

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally announce my departure from [Company Name] effective [Last Working Day, e.g., two weeks from today]. This decision comes in light of the recent restructuring that has taken place within the organization.

It has been a privilege to work with such a talented team and to contribute to the innovative projects at [Company Name]. I am grateful for the opportunities and experiences I have gained during my time here.

I will ensure a smooth transition of my responsibilities and will assist in any way necessary to transfer my duties to a suitable successor.

Thank you once again for the support and guidance throughout my tenure. I look forward to staying in touch and wish [Company Name] all the best in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]