

Departure Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 is due to my upcoming relocation to [New Location].

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I've enjoyed collaborating with an incredibly talented team, and I appreciate the support I've received in my professional growth.

I will do everything possible to ensure a smooth transition and to wrap up my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for the wonderful experiences. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]