

Farewell Leave Notification

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally inform you that I will be leaving my position at [Company Name] effective [Last Working Day, e.g., "two weeks from today, which is date"]. This decision was not easy and took a lot of consideration. However, I believe it is time for me to pursue new opportunities.

I am grateful for the support and opportunities I have received during my time here. I have learned a great deal and appreciated working with such a talented team.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can help facilitate this process.

Thank you once again for everything. I hope to stay in touch!

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]