

Departure Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my departure from my position as Travel Associate at [Company Name]. My last working day will be [Last Working Day, e.g., Date].

This decision was not easy for me, as I have greatly enjoyed working with you and the entire team. The experiences and knowledge I have gained during my time here will always hold a special place in my career journey. I am grateful for the support and opportunities provided to me by [Company Name].

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to help wrap up my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be part of [Company Name]. I hope to stay in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]