

Notification of Exit from Symphony Group

Date: [Insert Date]

[Recipient's Name]
[Recipient's Position]
Symphony Group
[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to exit Symphony Group, effective [Insert Effective Date]. This decision was not made lightly, and it reflects my desire to pursue new opportunities.

I would like to express my gratitude for the support and guidance I have received during my tenure with the team. I have thoroughly enjoyed working alongside my colleagues and have gained invaluable experiences that I will carry with me.

I am committed to ensuring a smooth transition and will do my utmost to complete my duties and assist in handing over my responsibilities before my departure.

Thank you once again for the opportunities I've been given. I wish the Symphony Group continued success in the future.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]