

[DATE]

Dear [RECIPIENT'S NAME],

I am writing to inform you of my decision to leave [COMPANY NAME], effective as of [LAST WORKING DAY, typically two weeks from the date of the letter].

I have thoroughly enjoyed working at [COMPANY NAME] and I am sincerely grateful for the opportunities you have given me to grow both personally and professionally. I have learned a lot during my time here, thanks in no small part to the inspiring and supportive colleagues I have had the privilege to work with.

However, after careful consideration, I have decided to accept a new professional opportunity. This decision has not been an easy one to make and it is with a heavy heart that I must say goodbye.

I am fully committed to making the transition as smooth as possible. I am willing to assist in the training of my replacement, and I will ensure all my responsibilities are up to date before I leave.

Thank you for your understanding and support during this time. I will always value the skills, knowledge and professional relationships I have gained during my time at [COMPANY NAME]. I hope to keep in touch, and I look forward to seeing the continued success of [COMPANY NAME].

Thank you again for the opportunity to be a part of [COMPANY NAME]. It has been a truly rewarding experience.

Yours sincerely,

[YOUR NAME]