

Dear John,

I wanted to take a moment to let you know that I am leaving my position at ABC Corporation. I will be starting a new position at XYZ Company next month.

I have enjoyed my tenure here, and I appreciate having had the opportunity to work with you. Thank you for the support, guidance, and encouragement you have provided me during my time at ABC Corporation.

Even though I will miss my colleagues and the company, I am looking forward to this new challenge and to starting a new phase of my career.

Please keep in touch: I can be reached at my personal email address (Email@email.com), on LinkedIn ([linkedin.com/in/accountname](https://www.linkedin.com/in/accountname)) or on my cell phone ([Contact](tel:Contact)).

Thanks again for everything. I wish you all the best.

Yours truly,

Samantha