

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

Dear { Name of Recipient },

I'm writing to give my formal notice that I'll be leaving my role as Office Manager for Larry and Keets Financial Partners on July 31.

I've recently received an offer to serve as an executive assistant at a small startup, and after careful consideration I'm excited to explore this new path in my career journey.

I'm incredibly grateful for the opportunities I've been provided working on the Operations team for the past four years. It's been a wonderful experience to work for such a great company and help in solving Larry and Keets' mission to provide better financial support for older employees.

Please let me know if I can be of any assistance during this transition. Thank you for all your guidance. I wish you all the best, and look forward to keeping in touch.

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }