

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

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{ Today's Date }

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

Dear { Name of Recipient },

I am writing to inform you that I will be leaving Atlantic Co. in one month. Although I have so enjoyed working with you and working for the company, personal reasons necessitate that I vacate my position and focus on improving my situation at home.

My final day will be July 1st. Despite having to leave, I deeply appreciate the opportunities you've provided me with during my time as Online Sales Manager. I am very grateful for all of your assistance along the way.

I will do whatever necessary to ensure a smooth transition after I move on. I have several team members in mind who I believe would be strong candidates for a promotion to my position, or I would be happy to assist with the process of finding an external replacement. Please do not hesitate to be in touch about what I can do to help.

Once again, thank you so much for the opportunity to be a part of Atlantic Co. I do hope that we can stay in touch as business colleagues, and I look forward to working with you again in the future should the opportunity present itself. Many thanks for your understanding.

Sincerely,

{ Your Signature }

{ Your Name }  
{ Your Title }