**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

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.

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 (samantha83@gmail2.com), on LinkedIn (linkedin.com/samanthasterling) or on my cell phone, 555-555-2222.

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

Yours truly,

Samantha