*Hi John,*

As I informed you in our meeting last week, my last working day at ABC is next Friday, Sept. 29th. I want to take a few minutes today to convey my thoughts in being part of your team for the last 2 years.

I have been extremely satisfied with my work at ABC, working under your guidance has been a learning and an enjoyable experience. I thank you for your support and encouragement during these two years.

However, I feel that it is time for me to move on to new opportunities. This decision was not an easy one and it took a lot of consideration. I think this decision is in the best interests towards fulfilling my career goals. I want to do my best in completing my existing responsibilities and then ensuring a smooth transition.

Also, I would like to thank you again, Amy, Andrew, and all others for the help and guidance during all these years of my employment, and would like to extend my best wishes to the entire group.

**My personal contacts are:**

Email (xyz@yahoo.com)

Contact phone number (..................... ).

Please feel free to contact me even later on in case you need help with the transition of my responsibilties to another employee.

*Sincerely,*

[........................................... ]