(Date)

(Manager’s name)

(Company Name)

(Company Address)

Dear (Manager’s Name)

This letter is to let you know that I am concluding my employment with (Company Name) effective (Date).

The time I have spent at (Company Name) has been beneficial in my career. I hope that my contributions to the company have been positive. My relationship with you has always been professional, warm and rewarding.

I have accepted a position that will enhance my career growth and will expose me challenges and opportunities, which I believe, are in my best interest. Should you flatter me with an offer to stay, I could not, under any circumstances, consider it. My decision is irrevocable and final.

(Manager’s name), I have the utmost respect for you and wish nothing but the best for you and (Company Name). If I can be of any special assistance during my final (Notice Period), please let me know.

Kind regards,

(Name)