

## SAMPLE 2

Date

Name of person getting letter

Company

Title

Address

City, State Zip

Dear \_\_\_\_\_:

The purpose of this letter is to formally inform you that I have accepted a new position with another company. My last day of employment with Current Company Name will be Last Day of Employment. My decision to leave Current Company Name has been thoroughly thought out and reflects my career goals.

I appreciate all that you have done for me in the past, and hope that we can maintain a cordial, professional relationship in the future.