Name of Sender

Address of Sender

Date

Name of Recipient

Address of Recipient

Dear (First Name) or Mr. /Ms. (Last Name)

I am writing this letter to inform you of my departure on (date), as I have decided to leave (the present place of residence/job, etc.).

I shall miss your company and the help and support you offered me in times of distress.

I will forward my contact details as soon as I settle in the new (place/job).  However, my mobile phone number and email address continue to remain the same.

I look forward to keeping in touch.

Best Wishes

(Name of Sender)