**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject Line:** Sandra Smith Update

Dear Donna,

I would like to personally let you know that I am leaving my \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_Company. I have enjoyed working here and I sincerely appreciate having had the chance to work with you.

Thank you for the support and encouragement you have provided me during my time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I will miss our daily interactions and working on projects with you.

I would appreciate your continued advice as I start the next phase of my career.

Please keep in touch. I can be reached at my personal email address (\_\_\_\_\_\_\_\_\_\_\_\_\_\_@gmail2.com), on LinkedIn at LinkedIn.com/in/ or via my cell phone - 555-121-2222.

Again, thanks so much for your support.

Best regards,

Sandra

\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:   
LinkedIn:   
Twitter:   
Cell: