[Mention the name of the sender]

[Mention the job title of the sender]

[Mention the full name of the entity]

[Mention the date]

To,

[Mention the full name of the recipient]

[Mention the job title of the recipient]

[Mention the full name of the entity]

Dear [Mention the full name of the recipient],

I want to fetch your kind attention to my letter of farewell. I, Mr. [mention the name of the Database administrator (DBA)], am writing this letter to let you all know that from the [mention the date], I am signing off from the post of a Database administrator (DBA) at the [mention the name of the company].

I have truly spent the most beautiful experience of my life with the whole community of [mention the company's name]. Now that I am leaving, I would like to congratulate each of my teammates for supporting me through the thicks and thins of my career.

I have spent a total of [mention the number of years] consecutive years working with the [mention the name of the company] and have never felt like a third person in this company.

My colleagues have always respected my job and administration, and have always abided by them. They are real gems; the company deserves many thanks for constructing the lives of its employees like me.

As I was assigned to the post of a Database administrator (DBA), my job role included working like controlling and maintaining, operating, and coordinating database management. I was also told to secure and manage the database system.

Though I have done all the above by myself, it would never be as excellent as it is now without my fellow teammates. Big thanks to them. At last, though I am leaving the company, all of you can contact me for any help at the below-mentioned number.

With regards,

[Mention the name of the sender with signature]

Database administrator (DBA) at [Mention the name of the sender]

[Mention the mail ID or the contact number of the sender].