

(Mention the full name of the sender)

(Mention the job title of the sender)

(Mention the full name of the corporation)

(Mention the relevant date)

To,

(Mention the full name of the recipient)

(Mention the Job title of the recipient)

(Mention the full name of the corporation)

Dear (mention the full name of the recipient),

Life is a journey. And in all journeys, we all change our paths. The time has come for me to change my path. I would like to tell every one of you; that I will not be working as a Sound Engineer in our esteemed organization [mention the name of the corporation] after [mention the date].

Life has taken a new turn and given me this opportunity to do even better things than what I was doing as a Sound Engineer in our organization [mention the name of the corporation]. The period I have with [mention the name of the corporation] was one of the most joyous periods.

I thoroughly enjoyed working at [mention the name of the corporation]. Every day I spent in [mention the name of the corporation] is a pearl in my memories. Every person I have met here at [mention the corporation's name] will ever stay in my memories.

I started as a novice here at [mention the corporation's name]. I would not have reached this stage without the support and my seniors' help. I would specifically like to mention my boss [mention your boss's name in the corporation], whose guidance and advice have made me a better Sound Engineer.

The bonding that I share with all of you will never get broken. I will always stay connected with everyone.

I wish every one of you grows and prospers in life.

Sincerely,

[Mention your name].