

(Mention the full name of the sender)

(Mention the job title of the sender)

(Mention the full name of the entity)

(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 entity)

Dear (mention the full name of the recipient),

I'm writing to let you know that I'll be leaving [mention company name] soon. My last day of employment will be [mention date]. I've accepted a position with a new company that will allow me to spend less time traveling and more time with my family.

The opportunities I've had to learn about this industry are greatly appreciated. While on this job, I've enjoyed getting to know my co-workers and improving my driving abilities. During this transition, I would be happy to offer any assistance I can, including giving training to my replacement.

After [mention years] of driving for this company, my bus is in good shape thanks to the maintenance I've performed. After inspecting it, if you feel anything else needs to be done, please let me know, and I will make the necessary adjustments.

Thank you for providing me with the opportunity to learn about bus driving. It was painful to say goodbye to folks who were more like family than coworkers, but I had no choice at this point.

I am grateful for the guidance you have provided me during my time in this organization, and I've liked my time. But I've to move on for the sake of my career.

I will stay at [mention company name] until my last working day. For any extra information or queries, you may reach me at [mention phone number] or [mention mail id].

All the best in your future.

Yours sincerely,

[Mention your name]