notice of departure

Personal Telephone | Personal Email

Date

Your Manager

Manager’s Title

Company

Street Address
City, ST ZIP Code

[Name of your manager]:

I hope your week is going well! I wanted to inform you that I have accepted a full-time position in **[company or location]**, so you can officially take me out of your **[freelance pool / contractor rotation]**. My last assignment will be **[name of assignment]**, to be submitted **[assignment deadline]**, and I can receive payment through my usual account.

If you can send me any requests for revision by **[a date prior to departure]**, I would greatly appreciate it.

Contributing to [current company] has been an immensely rewarding experience for me over the last **[length of contract]**, and I want to thank you and the rest of the team for all the support you’ve given me. Please let me know if I can be of any help to you during this transition, and feel free to keep in touch via my contact information at the top of th­­­­is letter.

Sincerely,

[Your name]