

Dear [Friend's/Family Member's Name],

I hope this letter finds you in great spirits. I wanted to personally share some exciting news about a big change happening in my life. After much thought and consideration, I have decided to take a new direction in my career.

As you know, my time at [Previous Company/Organization Name] has been incredibly rewarding. I will always be grateful for the wonderful experiences, supportive colleagues, and the opportunities that helped me grow both professionally and personally. Saying goodbye is bittersweet, but I feel ready for a new adventure.

I have accepted a position at [New Company/Organization Name] as a [New Job Title]. This role will allow me to [briefly mention key responsibilities or reasons for the change-e.g., "explore new challenges," "build on my skills," "work in a field I'm passionate about"]. While I'm naturally a bit nervous about starting something new, I am also really excited to see where this path will take me.

Thank you for always supporting me, listening to my stories, and cheering me on through all of life's ups and downs. I truly appreciate your encouragement and friendship.

I would love to catch up soon and tell you more about what's ahead! Please let me know when you're free for a chat or a get-together.

With love and gratitude,

[Your Name]