

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email
Date
Name
Title
Organization
Address
City, State Zip Code

Dear Mr. /Ms. Last Name:

It is well known to you that I have been working for you for XX years now. How I would wish to work with you till I restore. However, I have had no option but to jump ship now.

Why I have opted to jump ship, you may ask? Well, the company's decision to relocate from here to the neighbouring state is what has necessitated my departure. I just could not move over with you due to marriage and family matters.

Your company indeed, gave me the opportunity to start out in my career life has joined you in the entry-level position. I highly doubt that any other firm would have accorded me a similar opportunity.

Could it be that you require my intervention about filling the vacancy? Count on me! I have many people in mind whom I am cocksure can fit my shoes.

Sincerely,
(Sign Here)

Your Name

cc: (HR Manager & Director