

Example:

"I have been offered an opportunity to work as an IT Manager abroad, and I have decided to accept the offer."

4.

A sentence or two in which you thank your employer for the opportunities you have been given during your time with the organisation.

Example:

"I would like to thank you for the wonderful opportunities you have given me, both to develop my skills, and to work with such knowledgeable and inspiring people."

5.

An offer to help with the transition.

Only include this if you are sincere, and don't make any promises that you won't be able to keep. You could, for example, assure your employer that you will finish your current projects or hand them over to a colleague. You could also offer to train the person who will be replacing you.

Example:

"During the next two weeks, I will do everything I can to ensure a smooth transition for the company. If required, I am more than willing to assist with the hiring and training of the new Assistant IT Manager."

6.

A suitable closing.

It is important to use a closing that is appropriate in the circumstances. If you have a good relationship with your employer, you may want to wish him/her well for the future, and provide contact details that he/she can use to get in touch with you once you have left the organisation. You can then end your letter with a greeting such as "Kind regards," followed by your signature.