

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your Website - Optional]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to formally share some exciting news regarding my professional journey. Following my departure from [Company Name], I have decided to transition into self-employment and have launched my own consultancy/business, [Your Business Name].

I truly valued my time at [Company Name] and the opportunities I had to work with you and the rest of the team. As I move into this new phase, I am offering services specializing in [List 2-3 Key Services/Expertise].

While I am focusing on building my independent client base, I would welcome the opportunity to collaborate with [Company Name] on a freelance or contract basis should a need arise for my specific skill set. My deep familiarity with your internal processes and goals would allow me to contribute effectively with minimal ramp-up time.

I have attached my updated contact information and a brief summary of the services I now offer. I would love to grab a coffee or jump on a brief call to catch up and discuss how we might work together in this new capacity.

Thank you again for your support during my tenure at [Company Name]. I look forward to staying in touch.

Best regards,

[Your Signature]

[Your Printed Name]