

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Termination

I am writing to formally notify you of my intention to terminate [specify the agreement, contract, or employment] effective [last working day or termination date].

As per [mention any relevant terms in the agreement, policy, or provide context], I am providing this notice to comply with the notice period required.

[Optional: Brief explanation for termination, if appropriate.]

I appreciate the opportunities I have had during my time with [Company's Name] and wish the best for the team moving forward.

Please let me know how I can assist during this transition.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]