

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Termination Notice

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate my [employment/contract/agreement] with [Company/Organization Name], effective [last working day, typically two weeks from the date of the letter, unless otherwise specified in the contract].

This decision was reached after careful consideration and is based on [briefly state reason, if appropriate]. I want to express my gratitude for the opportunities I have had during my time with [Company/Organization Name].

Please let me know how I can assist during the transition period. I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]