

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

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

Dear [Employer's Name],

I am writing to formally terminate my employment contract with [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

I would like to express my gratitude for the opportunities I have received during my tenure at [Company's Name]. I have enjoyed working with the team and appreciate the support I have been given.

I will ensure that all my responsibilities are handed over smoothly before my departure. Please let me know how I can assist during this transition.

Thank you once again for the experience. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]
[Your Job Title]