

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

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

Dear [Recipient's Name],

Subject: Notice of [Purpose of Notice]

I am writing to formally notify you of [briefly state the purpose - e.g., my resignation, intent to vacate, etc.], effective [date].

[Provide further details about the notice, including any relevant information or context].

Please let me know if there are any further actions required on my part.

Thank you for your understanding.

Sincerely,

[Your Name]