

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

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

Dear [Recipient's Name],

I am writing to formally notify you of my intention to terminate my [employment/contract/lease] with [Company's Name], effective [last working day, typically two weeks from the date of this letter].

This decision was not made lightly, but after careful consideration, I believe it is in my best interest to pursue new opportunities. I am grateful for the experiences and opportunities I have gained during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you for your understanding. I look forward to staying in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]