

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

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

This decision has not come lightly, and I am truly grateful for the opportunities for personal and professional development that you have provided me during my time at [Company's Name].

Please let me know how I can assist during the transition period. I am committed to completing my outstanding duties and ensuring a smooth handover of my responsibilities.

Thank you once again for the support and guidance. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]