

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

[Employer's Name]
DX Engineering
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally terminate my employment with DX Engineering, effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, as I have greatly appreciated the opportunities and support I received during my time with the company. However, after careful consideration, I believe it is time for me to pursue a new direction in my career.

I would like to express my gratitude for the chance to be a part of the team and for all the valuable experiences I've gained. I will do my utmost to ensure a smooth transition and assist in handing off my responsibilities.

Thank you once again for your guidance and support. I wish DX Engineering continued success in the future.

Sincerely,
[Your Name]