

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

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

Dear [Recipient's Name],

Subject: Notice of Termination

I am writing to formally notify you of my decision to terminate my
[employment/lease/contract] with [Company's Name/Property Address],
effective [Last Working Day/End Date].

I appreciate the opportunities I have had during my time with [Company's
Name] and wish to thank you for your support.

Please let me know the next steps regarding the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title (if applicable)]