

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

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 of the letter].

I appreciate the opportunities for professional development and the support I have received during my time here. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch in the future.

Sincerely,
[Your Name]