

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

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

Dear [Recipient Name],

Subject: End of Employment Agreement

I am writing to formally notify you of the conclusion of my employment with [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY].

As per our agreement, my last day of work will be [Last Working Day]. I appreciate the opportunities for professional and personal development that I have received during my time here.

Please let me know if you require any additional information or actions on my part to facilitate the transition.

Thank you for your understanding and support throughout my tenure at [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]