

[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: Termination of Employment

I hope this message 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 of this letter].

This decision was not made lightly, and I am grateful for the opportunities for personal and professional growth that I have received during my time with the company. I appreciate the support and guidance from you and my colleagues.

I am committed to ensuring a smooth transition and will assist in transferring my responsibilities before my departure. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]