

[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: Termination of Employment

I am writing to formally notify you that my employment with [Company Name] will be terminated effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision is due to [briefly state the reason if applicable]. I appreciate the opportunities for personal and professional development that you have provided me during my time at the company.

Please let me know the steps I need to follow regarding the final paycheck, benefits, and any other exit procedures.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]