

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

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

Dear [Recipient's Name],

Subject: Termination of Employment

I am writing to formally terminate my employment with [Company Name], effective [Last Working Day, e.g., two weeks from today].

I appreciate the opportunities I have been given during my time here and wish the company continued success in the future.

Please let me know if there are any further steps I need to take before my departure.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]