

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

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

Subject: Notice of [Specify Issue/Action]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you regarding [briefly explain the reason for the notice, e.g., resignation, intent to vacate premises, etc.].

As per [specify any relevant policy or agreement], I wish to give [duration of notice period, e.g., two weeks] notice, effective from [start date] to [end date].

[Provide any additional details or context as necessary].

Thank you for your understanding. Should you require any further information, please feel free to reach out.

Sincerely,

[Your Name]