

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

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

Subject: Notice of Termination

Dear [Recipient's Name],

I am writing to formally notify you of my decision to terminate my contract/employment with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, and I appreciate the opportunities I have had during my time at [Company Name]. I am committed to ensuring a smooth transition and will do everything I can to assist in transferring my responsibilities.

Please let me know the next steps regarding my final paycheck and any other exit procedures.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]