

[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 [Reason for Notice]  
Dear [Recipient's Name],  
I am writing to inform you of [briefly state the reason for the notice,  
e.g., my resignation, intention to vacate premises, etc.], effective  
[specific date].  
[Further details about the notice: reason, any important information,  
etc.]  
Please feel free to contact me at [your phone number or email] if you  
require any further information.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position (if applicable)]