

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

[Recipient's Name]
[Recipient's Position]

JCPenney

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my termination of employment with JCPenney, effective [last working day, typically two weeks from the date of the letter].

I appreciate the opportunities I have received during my time at the company and have learned a great deal while working with my team.

Please let me know if there are any specific steps I should follow during my transition period.

Thank you for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]