

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

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

Dear [Recipient Name],

Subject: Termination of Employment

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

This decision was not made lightly, as I have valued the opportunities and experiences I have gained during my time with [Company Name]. However, I believe it is time for me to pursue new challenges and opportunities.

I will ensure a smooth transition of my responsibilities and will do everything possible to assist in this process over the next few weeks. Thank you for the support and guidance during my tenure. I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]