

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's 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 has not been easy, but after careful consideration, I believe it is in my best interest to pursue a different direction. I am grateful for the opportunities I've had during my time at [Company Name] and appreciate the support and guidance from my colleagues and management.

I will ensure a smooth transition by [mention any transitional tasks you will complete, such as training a replacement or finishing current projects].

Thank you once again for the experience and support during my tenure. I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]