

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

[Recipient Name]  
[Recipient Title]

JYP Company

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

Dear [Recipient Name],

I am writing to formally notify you of my termination from my position at JYP Company, effective [last working day, typically two weeks from date of letter].

I have enjoyed working at JYP Company and appreciate the opportunities for professional and personal development that I have received during my time here. However, after careful consideration, I have decided to pursue a different path that I believe aligns more closely with my career goals. I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this time.

Thank you for the support and guidance you have provided me. I look forward to staying in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]