

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, Postal Code]

Dear [Recipient's Name],

I am writing to formally terminate my employment with [Company's Name], effective [last working day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at the company and am grateful for the support from my colleagues.

Please let me know how I can assist during the transition. I wish [Company's Name] continued success in the future.

Thank you for everything.

Sincerely,
[Your Name]