

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally give notice of [the reason for the notice, e.g., my resignation, the termination of a lease, etc.]. According to the [relevant policy/contract/notice period], I am providing this notice [number of weeks/months] in advance.

My last day will be [specific date], and I will ensure that all my responsibilities are managed prior to my departure. I appreciate the opportunities I've had during my time [at the company, in this lease, etc.].

Thank you for your understanding. Please let me know if there are any formalities I need to complete during this transition.

Sincerely,

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