

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

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of [Type of Notice]

I am writing to formally notify you of [the specific matter you are addressing, e.g., my resignation, my intent to terminate the lease, etc.]. As per the terms outlined in [refer to any relevant contract, agreement, or policy], I am providing this notice [specify the time frame, e.g., two weeks, one month, etc.].

My last [day of work/lease date/etc.] will be [specific date]. I appreciate the opportunities I have had during my time with [Company/Organization Name] and am committed to ensuring a smooth transition. Please let me know how I can assist during this period. Thank you for your understanding.

Sincerely,

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