

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Landlord/Employer's Name]  
[Company/Property Management Name]  
[Address]  
[City, State, Zip Code]

Dear [Landlord/Employer's Name],  
I am writing to formally notify you of my intention to [leave my  
apartment/terminate my employment] at [property address/company name]. In  
accordance with the terms of my lease/employment agreement, I am  
providing [number of days, typically 30] days' notice, with my last day  
being [last day of occupancy/employment, date].

I appreciate the opportunity to [live/work] here and thank you for your  
understanding. Please let me know if there are any specific procedures I  
should follow during my departure.

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