

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

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

Dear [Recipient's Name],

I am writing to formally provide notice of [resignation/lease termination/etc.], effective [last working day or end date].

I appreciate the opportunities I have had during my time at [Company/Location] and am grateful for the support and guidance I have received.

Thank you for your understanding.

Sincerely,
[Your Name]