

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

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

Dear [Recipient's Name],

Subject: Termination of Employment

I am writing to formally notify you of the termination of my employment with [Company/Organization Name], effective [Last Working Day, e.g., date].

[Optional: Briefly explain the reason for termination, if appropriate.]

I appreciate the opportunities I have had during my time at [Company/Organization Name] and am grateful for the experience and knowledge I have gained.

Please let me know the next steps regarding the final paycheck and any other exit procedures.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)