

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, Postal Code]

Dear [Employer's Name],

Subject: Termination of Employment

I am writing to formally notify you of my intention to terminate my employment with [Company's Name], effective [Last Working Day, typically two weeks from the date above if applicable as per contract].

This decision has not been easy, but after careful consideration, I believe it is in my best interest to pursue [brief explanation, optional].

I appreciate the opportunities I've had during my time at [Company's Name] and would like to thank you and the team for the support and guidance. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities before my departure.

Please let me know how I can assist during this transitional phase.

Thank you for your understanding.

Sincerely,

[Your Name]
[Job Title]