

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

[Recipient Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Termination of Employment

I am writing to formally notify you of the termination of my employment with [Company Name], effective [Last Working Day, typically two weeks from date of letter].

This decision was not easy, but after careful consideration, I have determined that it is in my best interest to pursue other opportunities. I want to express my gratitude for the opportunities I've had at [Company Name] and for the support provided during my tenure. I appreciate the professional relationships I've built and the experiences I've gained. Please let me know the next steps regarding the return of company property and any final paperwork that needs to be completed.

Thank you once again for everything. I wish [Company Name] continued success in the future.

Sincerely,

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