

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally notify you of my termination from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, and I appreciate the opportunities for personal and professional development that the company has provided me during my time here.

I will ensure a smooth transition and will assist in the handover of my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]