

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Employment

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

This decision has not been easy, and I have given it considerable thought. I appreciate the opportunities for professional and personal development that you have provided during my time at [Company Name]. Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities.

Thank you once again for the support and opportunities. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title]