

****Notice Letter Format Template****

[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: [Notice Subject]

I am writing to formally notify you of [the reason for the notice, e.g., my resignation, intention to vacate premises, etc.].

[Body of the letter - include relevant details such as dates, reasons, and any necessary information related to the notice].

I appreciate [any gratitude or positive remarks about your time with the company or other relevant relationships].

Thank you for your understanding. Please feel free to contact me if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

****[Optional: Enclosure or CC if applicable]****