

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination Notice

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

This decision was not made lightly, and I am grateful for the opportunities I've had during my time here. I appreciate the support and collaboration I experienced working with such a talented team.

I am committed to ensuring a smooth transition and will do my utmost to complete my current responsibilities and assist in handing over my duties.

Thank you once again for the opportunity to be part of [Company/Organization Name]. I hope to stay in touch, and I wish the organization continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]