

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

[Recipient's Name]
[Recipient's Position]

NWITimes

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice Letter

I am writing to formally notify you of [the nature of the notice, e.g., my resignation, a change in service, etc.].

[Provide details regarding the notice, including necessary dates and any pertinent information].

I appreciate your understanding and support regarding this matter.

Thank you for your attention to this notice.

Sincerely,

[Your Name]

[Your Position, if applicable]