

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

[Recipient's Name]
[Company's Name]
[Company's 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's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I appreciate the opportunities I have had during my time with the company. I am grateful for the experience and growth I have achieved while working here.

Please let me know how I can assist in the transition process, and I am happy to help train my replacement if necessary.

Thank you for your understanding. I wish you and the team continued success in the future.

Sincerely,
[Your Name]

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

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],
Subject: Termination of Employment

This letter is to inform you that your employment with [Company's Name] will be terminated effective [Last Working Day]. This decision has been made after careful consideration and aligns with company policies.

You will receive your final paycheck, including any accrued vacation pay, on your last working day. Please return any company property in your possession by that date.

We appreciate your contributions to the team and wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company's Name]