

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

[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally terminate my employment with [Company Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I have enjoyed working with the team and am grateful for the support and encouragement I have received.

Please let me know how I can assist during the transition period. I wish you and the company continued success in the future.

Thank you for everything.

Sincerely,
[Your Name]