

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your [termination/resignation] effective [two days from the date of this letter].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Please return any company property before your departure.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]