

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

[Recipient's Name]
[Company Name (WKRN)]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Employment

I am writing to formally inform you of my decision to terminate my employment with WKRN, effective [Last Working Day, e.g., two weeks from today's date].

I appreciate the opportunities I have had during my time here and am grateful for the support and guidance provided by the team.

Please let me know how I can assist in the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]