

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

[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Notice of [Type of Notice]

Dear [Recipient Name],

I hope this letter finds you well. This letter serves as a formal notice regarding [briefly state the purpose of the notice, e.g., resignation, termination, etc.].

[Provide further details about the notice, including any relevant dates, reasons, or conditions.]

Please let me know if you need any further information or clarification. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]