

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my termination from [Your Position] at [Company Name], effective immediately/[last working day, if applicable].

This decision was not made lightly, and I appreciate the opportunities I've had during my time with the company and the support from my colleagues.

I will ensure that all my responsibilities are transitioned smoothly.

Please let me know how I can assist in this process.

Thank you once again for the experiences and support.

Sincerely,

[Your Name]  
[Your Job Title]