

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

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

Dear [Recipient Name],

Subject: Notice of Termination

I am writing to formally notify you of my decision to terminate my
[lease/employment/contract/etc.] with [Company/Organization Name],
effective [termination date].

This decision was not made lightly, and I appreciate the opportunities I
have had while [working/engaging] at [Company/Organization Name].

Please let me know the steps I need to take as we move forward with this
transition. I am committed to ensuring a smooth handover of my
responsibilities.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]