

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Employment

I hope this message finds you well. This letter serves as a formal notice of my termination from [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. I have learned and grown significantly and appreciate the support from my colleagues and management.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]