

[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 [Type of Notice]

I am writing to formally inform you of [briefly state the purpose of the notice, e.g., termination, resignation, etc.], effective [date].

[Provide any necessary details or context related to the notice.]

I appreciate [express gratitude if applicable, e.g., the experiences, opportunities, or support].

Please feel free to contact me at [your phone number] or [your email] for any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]