

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

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

Dear [Recipient's Name],

Subject: Termination of Employment

I am writing to formally notify you of the termination of my employment with [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY].

[Optional: Briefly state reason for termination, if appropriate.]

I appreciate the opportunities I have had during my time at [Company Name]. I am grateful for the support and experiences gained while working with the team.

Please let me know the next steps regarding my final paycheck and any other necessary exit procedures.

Thank you once again, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]