

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Termination of Employment

I am writing to formally notify you of my decision to terminate my employment with [Company Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time with the company, and I am grateful for the support and guidance provided by my colleagues and management.

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

Thank you once again for the experience and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]