

[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 Name],

I am writing to formally terminate my association with XKit, effective [termination date].

This decision has not come easily, but after careful consideration, I believe it is in my best interest to move forward.

I appreciate the opportunities I have had during my time with XKit and wish the team continued success.

Please let me know if there are any final tasks or procedures that I need to complete.

Thank you for your understanding.

Sincerely,
[Your Name]