

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

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

Subject: Termination of Employment

Dear [Recipient's Name],

I am writing to formally notify you of the termination of my employment with [Company's Name], effective [last working day, typically two weeks from the date of the letter].

This decision has not been easy, but after careful consideration, I believe it is in my best interest to pursue other opportunities. I appreciate the experiences I have gained during my time at [Company's Name] and the support from my colleagues.

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

Thank you for the opportunity to be a part of [Company's Name]. I wish the team continued success in the future.

Sincerely,  
[Your Name]