

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

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

Dear [Recipient's Name],

Subject: Notice of Termination

I am writing to formally inform you of my decision to terminate my association with [Company/Organization Name] effective [Date of Termination].

[Include a brief explanation of the reasons for your decision, if desired.]

I would like to thank you for the opportunities that I have had during my time at [Company/Organization Name].

Please let me know the next steps regarding the transition process.

Sincerely,

[Your Name]