

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

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

Dear [Employer's Name],

Subject: Termination of Employment

This letter serves as formal notice of the termination of 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 at [Company Name]. However, after careful consideration, I have decided to [briefly state reason for termination, e.g., pursue other opportunities, personal reasons, etc.].

I will do my utmost to ensure a smooth transition during my remaining time and will complete all pending tasks and assist in transferring my responsibilities.

Thank you once again for the experience and support during my tenure at [Company Name]. I wish you and the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]