

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

YJJ

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of [Type of Notice, e.g., Resignation, Termination, etc.]

I hope this letter finds you well. I am writing to formally notify you of my [reason for the notice, e.g., resignation, termination, etc.]

effective [date of effect].

[Optional: Brief explanation of the reason for the notice, if appropriate.]

I appreciate the opportunities I have had at YJJ and the support from the team. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]