

[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]

Dear [Recipient's Name],

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

This decision was not made lightly, and I appreciate the opportunities I have had during my time at [Company's Name]. I am grateful for the support and guidance from my colleagues and management, and I have learned a great deal throughout my tenure.

I will do my utmost to ensure a smooth transition and will complete any outstanding work during my notice period. Please let me know how I can assist in the handover process.

Thank you once again for the experiences and opportunities. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]