

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]
Subject: Notice of [Type of Notice, e.g., Resignation, Termination, etc.]
Dear [Recipient's Name],
I am writing to formally notify you of my [type of notice, e.g.,
resignation, termination, etc.] from my position as [Your Position] at
[Company/Organization Name], effective [Last Working Day, if applicable].
[Optional: Brief explanation of the reason for the notice or expression
of gratitude.]
Please let me know how I can assist during the transition period. Thank
you for the opportunities I have had during my time here.
Sincerely,
[Your Name]
[Your Position]
[Your Department]