

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

Dear [Recipient Name],

Subject: Termination of Employment

I am writing to formally notify you of my decision to terminate 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] and am grateful for the support and guidance I received from my colleagues and management.

Please let me know how I can assist during the transition process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]