

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

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

Subject: Notice of Termination

Dear [Recipient Name],

I am writing to formally notify you of my intention to terminate my [employment/contract/association] with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter, or as per the agreement].

This decision was not made lightly, and I appreciate the opportunities I have had while being part of [Company Name]. [Optional: Briefly mention any positive experiences or contributions you made.]

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]