

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

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

Dear [Recipient Name],

I am writing to formally terminate my employment with [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and took a lot of reflection. I appreciate the opportunities I have had at [Company Name] and am grateful for the support and guidance from you and the team during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]