

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, Postal Code]

Subject: Termination of Employment

Dear [Employer'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 am grateful for the opportunities for personal and professional development that I have experienced during my time with the company.

I will ensure a smooth transition by completing my current duties and assisting in the handover of my responsibilities.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]