

[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].

This decision was not made lightly, and I appreciate the opportunities I've had during my tenure at [Company Name].

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

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]