

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Advance Notice of [Reason for Notice]

I hope this letter finds you well. I am writing to formally inform you of [briefly state the reason for the advance notice, e.g., "my intention to resign from my position," "the upcoming changes to our project schedule," etc.].

As per our agreement/policy, I would like to provide you with [mention the notice period, e.g., "two weeks' notice," "30 days' notice," etc.]. My last day will be [date].

This decision was not made lightly, and I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and completing any outstanding tasks during this period.

Thank you for your understanding and support. I appreciate the opportunities I have had at [Company/Organization Name] and look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]