

[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],

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 made lightly, and I appreciate the opportunities I have had during my time at the company. I am grateful for the support and guidance provided by my team and management.

I will ensure that all my responsibilities are managed before my departure and will assist in the transition process.

Thank you once again for the experience and support. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]