

[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: Notice of Termination

I am writing to formally notify you of my intention to terminate my employment with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, and I appreciate the opportunities for personal and professional development that you have provided me during my time at [Company Name].

I will do my best to ensure a smooth transition and complete any outstanding tasks during my remaining time. Please let me know how I can assist during this process.

Thank you once again for the support and guidance. I hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]