

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

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

Dear [Recipient's Name],

I am writing to formally inform 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 unless otherwise specified in your contract].

This decision was not made lightly, and I appreciate the opportunities I've had during my time with the company. I am grateful for the support and guidance provided by you and my colleagues.

Please let me know how I can assist during the transition period. I will do my best to ensure a smooth handover of my responsibilities.

Thank you for the experience and learning opportunities. I wish

[Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]