

[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 notify you of my decision to terminate my employment with [Company's 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 [Company's Name].

I will ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you for your understanding.

Sincerely,
[Your Name]