

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I have decided to terminate our professional relationship, effective [Insert Effective Date]. This decision was not made lightly, and I appreciate the opportunities we have shared during our time working together.

I am grateful for the experiences I have gained and the achievements we have accomplished as a team. However, after careful consideration, I believe this is the best course of action for my professional growth.

Please let me know how I can assist in ensuring a smooth transition during this time. I wish you and the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]