

Voluntary Termination Confirmation

Date: **[Insert Date]**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

This letter serves as confirmation of my voluntary termination from my position at [Company's Name], effective [Last Working Day, e.g., two weeks from today]. I appreciate the opportunities I have had during my time at the company and the support I have received from you and the team.

Please let me know if there are any formalities I need to complete before my departure. I aim for a smooth transition and will ensure that all my responsibilities are up-to-date before my last day of work.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]