

# Voluntary Termination of Service Letter

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],

I am writing to formally announce my voluntary termination of employment with [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I've had during my time at [Company's Name]. I appreciate the support and guidance provided to me and the experiences I've gained while working alongside a talented team.

I will ensure a smooth transition of my responsibilities and am willing to assist in training my replacement or handing over my duties to ensure minimal disruption to the team.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]