

# Advance Notice of Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as an official advance notice of termination of your employment with [Company Name] effective [Last Working Day, typically two weeks from the date above]. In accordance with our company policy, we require a notice period of [Insert Notice Period] for resignations.

We acknowledge your contributions to the team and are committed to making this transition as smooth as possible. Please arrange to complete any outstanding tasks and hand over your responsibilities before your departure.

If you have any questions or require assistance during this transition, please feel free to reach out.

Thank you for your time with us, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]