

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my exit from [Company Name] as my employment contract has not been renewed. My last working day will be [Last Working Day, typically two weeks from the date above].

I would like to take this opportunity to thank you and the team for the experiences and opportunities I have had during my time at [Company Name]. I appreciate the support I received and the professional growth I experienced.

Please let me know if there are any formalities I need to complete before my departure.

Thank you once again.

Sincerely,

[Your Name]