

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Notice of Service Cessation

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you that I will be ceasing my services with [Company Name] effective [Effective Date]. This decision has been made after careful consideration.

During the notice period, I am committed to ensuring a smooth transition and will complete any outstanding tasks. Please let me know how I can assist during this time.

I appreciate the opportunities I've had while working with [Company Name] and wish you and the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]