

Employment Termination Notice

Date: [Insert Date]

To: [Employer's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Employer's Name],

I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue [briefly mention reason if comfortable, e.g., new opportunities, personal reasons]. I appreciate the opportunities for professional and personal development that you have provided me during my time here.

Please let me know how I can help during the transition. I want to ensure a smooth handover of my duties.

Thank you once again for the support and guidance during my tenure at [Company Name]. I hope to keep in touch in the future.

Sincerely,
[Your Name]
[Your Job Title]