

FIRST NAME
LAST NAME

Address | Phone | Email

Date

Recipient Name
Title
Company
Address
City, Postal Code

Dear Manager,

Please accept this letter as my official notice of the end of my employment with [company]
As of [date] I will be unavailable to work.

Thank you for the opportunity to be part of the team at [company].

Sincerely,

Signature
Your Name (Typed)