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)**