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)**