

{ Your Name }  
{ 1234 Street Address }  
{ City, State, Zip }  
{ E-mail Address }

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{ Today's Date }

{ Company Name }  
{ Street Address }  
{ City, State, Zip }

Dear { Name of Recipient },

This is to formally notify you that I am ending my employment with ABC company, effective on June 30, 20XX.

I appreciate the professional, training, social, and personal development opportunities I've had while with the company; thank you for the support you have provided me during my tenure here.

Best regards,

{ Your Signature }

{ Your Name }  
{ Your Title }