

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

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Dear Mr./Ms. Last Name

Please accept this letter as notification that I am leaving my position with ABCD on September 15.

If I can be of assistance during this transition, please let me know.

Sincerely,

{ Your Signature }

{ Your Name }

{ Your Title }