

{ 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 },

I've recently accepted a position at another company, and so I'm writing today to offer my formal notice that I'll be leaving my job. My last day will be January 15.

I've enjoyed my time with XYZ Corp, and I thank you for all your help and guidance over the past five years. Please let me know if I can be of assistance during this transition.

Sincerely,

{ Your Signature }

{ Your Name }  
{ Your Title }