

Your Address

Your City, State, Area Code

Your Phone Number

Your Email

Date of the day

Name

Title/Position

Organization

Address

City, State, Area Code

Dear Mr./Ms. Last Name:

This letter is just to inform you that I will be leaving the company (Company Name) from my position (position name here) as of (Date). If you would need further questioning from me please feel free to contact me. I appreciate your understanding.

Sincerely,

Your Signature

Typed Name