Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Company Name  
Address  
City, State Zip Code

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 (hard copy letter)

*﻿*Your Typed Name