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

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as notification that I am leaving my position with \_(Company Name)\_\_\_ on \_\_(Date)\_.

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

Sincerely,

Your Signature *(hard copy letter)*

Your Typed Name