

Voluntary Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Designation (if applicable)]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Voluntary Termination Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my decision to voluntarily terminate my employment with [Company/Organization Name]. After careful consideration and reflection, I have come to the conclusion that it is in my best interest to move on to new opportunities and challenges in my career.

As per the terms of my employment contract and company policy, I am providing [notice period, usually 2 weeks] notice. My last working day at [Company/Organization Name] will be [last working day], [date]. During this notice period, I am committed to completing any pending tasks and ensuring a smooth transition for my successor.

I want to express my sincere gratitude to [Company/Organization Name] for providing me with a valuable and rewarding experience during my tenure here. I have learned and grown both professionally and personally, and I am thankful for the support and camaraderie of my colleagues.

If there are any exit procedures or formalities that I need to fulfill, please let me know so that I can

ensure a seamless departure.

I am open to conducting an exit interview, should the company deem it necessary, to provide feedback and insights that may be helpful in improving the overall work environment and processes.

I am committed to ensuring a professional handover, and I am available to assist with the transition even after my last working day to the best of my ability.

Once again, thank you for the opportunities and experiences I have had at [Company/Organization Name]. I sincerely wish the company continued success in all its future endeavors.

Please feel free to reach out to me via email at [Your Email Address] or by phone at [Your Phone Number] if there is anything you would like to discuss further.

Sincerely,

[Your Name]

[Your Signature (if a physical letter is being sent)]

[Enclosures (if applicable)]