

Date of Notice: [Insert Current Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: [Insert Subject Matter]

Dear [Recipient Name],

This letter serves as official notice regarding [state the purpose of the notice, e.g., resignation, termination of contract, or maintenance].

The effective date of this notice is [Insert Effective Date]. This provides a notice period of [Insert Number] days/weeks as per our agreement.

[Include any additional necessary details or next steps here].

Please acknowledge receipt of this notice by [Insert Deadline Date]. Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]