### horizontal line**Letter Notice to Employer**

### [Your Name]

[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Employer’s Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

### Subject: Official Notice Regarding [Specific Subject]

### Dear [Employer’s Name],

This letter serves as formal notice regarding [state the reason, e.g., resignation, leave request, or employment-related issue].

#### Details of the Notice:

* Notice Type: [e.g., Resignation]
* Effective Date: [Specify the date the notice takes effect]
* Other Relevant Details: [e.g., final working day]

#### Additional Information:

[Provide a clear explanation of the notice, including necessary details related to the employment arrangement.]

### Sincerely,

[Your Full Name]  
[Your Position]