

Max Mustermann
Musterstraße 77
10147 Berlin

Date DD.MM.YYYY

Musterfirma GmbH
Musterstraße 5
10147 Berlin

Subject: Termination of employment

Dear Sir or Madam

I hereby terminate my employment relationship with you with due notice to the earliest possible date. According to my calculation, this is DD.MM.YYYY

Please confirm receipt of this notice of termination and the termination date in writing.

I would also ask you to issue me with a qualified professional reference.

Thank you very much for your co-operation.

Yours sincerely
Max Mustermann