

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]

[Date]

[Broker/Manager's Name]
[Brokerage Name]
[Brokerage Address]
[City, Province, Postal Code]

Dear [Broker/Manager's Name],

Thank you for allowing me the opportunity to work at [Brokerage Name]. I am writing this letter as notification of the termination of my agreement as a [Position Title] with [Brokerage Name], effective [Last Working Day, typically the date you want to be terminated].

I would like to express my gratitude for the opportunities and support provided to me during my time with [Brokerage Name]. I appreciate the guidance and resources that have been available to me, which have greatly contributed to my professional growth.

Please let me know the necessary steps I need to take to ensure a smooth transition. I understand that any active transactions I have will be handled according to our agreement, and I will cooperate fully to ensure a seamless handover.

Thank you again for your support, and I wish you and the team continued success.

Sincerely,

[Your Name]
[Position Title]