

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company's Name],
effective two months from today, [Last Working Day, Date].

I appreciate the opportunities I've had during my time here and thank you
for your support. I am committed to ensuring a smooth transition and will
assist in the handover process.

Thank you for your understanding.

Sincerely,
[Your Name]