

[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 [Last Working Day, two months from the date above].

This decision was not easy, and I appreciate the opportunities for professional and personal development that I have received during my time at the company. I am grateful for the support from you and my colleagues. I will do everything possible to ensure a smooth transition and will complete my current projects during the notice period. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish you and the entire team continued success.

Sincerely,
[Your Name]