

[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, 2 months from the date above].

I have enjoyed working at [Company's Name] and appreciate the
opportunities I've had during my time here.

Thank you for your support and understanding.

Sincerely,
[Your Name]