

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally provide you with my two months' advance notice of resignation from my position at [Company Name]. My last working day will be [Last Working Day, two months from the date above].

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. I have learned a great deal and appreciate the support provided by you and the team.

I am committed to ensuring a smooth transition and will assist in transferring my responsibilities during this period.

Thank you for your understanding.

Sincerely,  
[Your Name]