

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally provide my two months' notice for the termination of my contract with [Company's Name], effective [Last Working Day, date].

This decision has not come easily, but after careful consideration, I believe it is time for me to move on to new opportunities. I am committed to ensuring a smooth transition during this period.

Thank you for the opportunities I have had during my time at [Company's Name]. I appreciate your understanding and support regarding this decision.

Sincerely,  
[Your Name]