

[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 was not an easy decision to make, but I believe it is the right one for my career at this time. I am grateful for the opportunities I have had during my time here, and I appreciate the support and guidance you have provided me.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunities I have received while working at [Company's Name].

Sincerely,

[Your Name]