

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally give my two months' notice of resignation from my position at [Company's Name], effective [Last Working Day, Date].

I have greatly appreciated the opportunities for professional and personal development during my time here. I am committed to ensuring a smooth transition and will assist in training my replacement and wrapping up my duties.

Thank you for the support and guidance you have provided. I hope to stay in touch in the future.

Sincerely,  
[Your Name]