

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

Dear [Manager's Name],

I am writing to formally give my two months' notice of resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day; typically two months from the date above].

This decision was not easy and took a lot of consideration. However, I have decided to pursue a new opportunity that aligns with my career aspirations.

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are up to date before my departure. Please let me know how I can help during this time.

Thank you for the support and opportunities for professional and personal development that you have provided me during my time at [Company Name]. I genuinely appreciate it and look forward to staying in touch in the future.

Sincerely,  
[Your Name]