

[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]. This decision was not easy to make, as I have greatly appreciated the opportunities I have had during my time here. However, after careful consideration, I feel it is time for me to pursue new challenges and opportunities.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the handover process during the next two months.

Thank you for your understanding and support. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]