

[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 resign from my position at [Company Name], effective [Last Working Day, two months from today].

This decision was not easy and took a lot of consideration. I have enjoyed my time at [Company Name] and appreciate the opportunities I have had to grow professionally and personally.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process during my remaining time.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,  
[Your Name]