

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

I appreciate the opportunities I have had during my time at the company and am grateful for the support I have received from you and my colleagues. I will do everything possible to ensure a smooth transition during my notice period.

Thank you for your understanding.

Sincerely,

[Your Name]