

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

Dear [Manager's Name],

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

I appreciate the opportunities I have had during my time with the company and am grateful for your support.

Thank you for your understanding. I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks in my remaining time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]