

[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 notify you that I will be resigning from my position at [Company Name], effective [Last Working Day, Date]. This letter serves as my two-day notice.

I appreciate the opportunities I've had during my time here and thank you for your support.

Please let me know how I can help during this transition.

Sincerely,  
[Your Name]