TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

I am writing to inform you that, with deep regret, I am handing in my resignation.

I have thoroughly enjoyed the two years I have spent working at **[Name]**, and I am immensely grateful for the mentorship you have given me over this time.

As per the terms of my contract, which specifies a two-month notice period, my final working day will be **[Date].**

It was a pleasure working with you and your team, and I do hope that we will stay in touch.

Yours truly,

**[Name]**