**Dear Mr./Ms. Last Name,
CC: HR Department
[Company name]**

It is with great regret that I inform you that I will no longer be able to provide my services to the company and therefore announce my resignation.
As per my contractual agreement, the effective timeframe will be two weeks from this date.
Making this decision was no easy task. However, after careful thought, I have decided to leave.
Working with [the company] has been one of my most memorable professional experiences, and I will be taking only good memories from this job. I also hope that I can implement whatever I have learnt from this company in my professional as well as personal life.
I will always be grateful for the valuable experience and professional practice that I gained while working here.
Please inform me about handing over responsibilities, so that I will do my best to assist in the effective transfer of my responsibilities to the appropriate designated individual.
Again, thank you for having me as a part of your organization for the past 2 years.

**Yours sincerely,**