
2 Months Notice Resignation Letter Example

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two months from today on [specific date]. This decision has been made after careful consideration of my future aspirations and personal growth.

During my tenure, I have had the privilege to work with an exceptional team and contribute to the company's vision. I am deeply grateful for the mentorship, guidance, and the myriad opportunities that have come my way.

I am committed to ensuring a smooth transition and will work diligently to complete pending tasks and train my successor. Please let me know how best I can assist during this period.

Thank you for the understanding and the incredible journey.

Warm regards,
[Your Name]