
2 Months Notice Resignation Letter Example

Dear [Manager's Name],

After much reflection on my personal and professional trajectory, I have decided to resign from my role at [Company Name], with an effective date three months from today, [specific date].

My experiences here have been invaluable, shaping my skills and enriching my professional journey. The extended notice period is intended to reflect my commitment to facilitating a seamless transition, ensuring all my responsibilities are handed over without disruptions.

Your support and guidance have been pivotal, and I will forever cherish the memories and lessons learned here. Please let me know the steps to make this transition as efficient as possible.

Sincerely,
[Your Name]