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# Basic Resignation Letter with Two Months Notice Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to provide a two-month notice of my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date, two months from the date of this letter]. This decision was not made lightly, and I have enjoyed my time at [Company Name].

I want to express my gratitude for the opportunities, experiences, and support I've received during my tenure here. I am committed to ensuring a smooth transition and am open to assisting in any way during this period.

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]