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# Basic Two Months Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to resign from my position at [Company Name], effective two months from today on [Last Working Day].

I appreciate the opportunities I've had here and will do my best in ensuring a smooth transition over the next two months.

Thank you for your understanding.

Sincerely,

[Your Name]