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# Formal 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 wish to formally submit my resignation for my role as [Your Position] at [Company Name], to be effective two months from today, on [Last Working Day].

The time I've spent at [Company Name] has been invaluable to my professional journey. My dedication to the transition process over the next two months will reflect my gratitude and respect for this organization.

Thank you for the unparalleled guidance and opportunities.

Yours sincerely,

[Your Name]