
Sample 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 hereby submit my formal resignation from [Your Position] at [Company Name], effective two months from today, which will be [Last Working Day, e.g., "November 30, 2023"].

The journey at [Company Name] has been both professionally and personally enriching. I have been privileged to work alongside some of the industry's brightest minds, contributing to projects that not only pushed our company's boundaries but also allowed for significant personal growth.

This decision has not been taken lightly. After considerable thought and reflection on my future aspirations, I believe this move aligns best with my career trajectory. Over the next two months, I commit to ensuring a seamless handover and transition, assisting wherever necessary.

I am profoundly grateful for the trust, mentorship, and opportunities afforded to me during my tenure. Though I am moving forward, the memories and skills gained here will remain invaluable.

Thank you for everything, [Manager's Name].

Warm regards,

[Your Name]