
Short 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 tender my resignation from [Your Position] at [Company Name], effective two months from today, [Last Working Day, e.g., "October 1, 2023"]. I'm grateful for the opportunities I've received here. Rest assured, I'm committed to aiding in a seamless transition.

Warm regards,

[Your Name]