
Simple Two Months Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

Dear [Manager's Name],

I am resigning from my role as [Your Position], effective two months from today, which will be [Last Working Day].

I'm dedicated to ensuring a smooth transition and will help in any way needed during this period.

Thank you for everything.

Best,

[Your Name]