
Two Calendar Months Notice Resignation Letter

[Your Name]

[Your Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am formally resigning from my role at [Company Name]. As per my commitment, I will be serving a notice period of two full calendar months, concluding on [Last Working Day, e.g., "December 31, 2023"].

The experiences and challenges here have been instrumental in my professional growth. As we move towards the transition, I'll ensure that all my responsibilities are diligently handed over.

Thank you for the trust and opportunities provided.

Best,

[Your Name]