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# Two Month Notice Email Resignation Letter Example

Subject: Resignation Notice - [Your Full Name]

Dear [Supervisor's Name],

I am writing to provide a two-month notice of my resignation from my role as [Your Position] at [Company Name], effective [Resignation Date, two months from the date of this email]. This extended notice period is intended to ensure a seamless transition for the team and the completion of ongoing projects.

During my time at [Company Name], I have had the privilege to work with dedicated colleagues and contribute to meaningful projects. I am sincerely grateful for the opportunities and experiences that have enriched my professional journey.

In the upcoming weeks, I am committed to collaborating closely with my colleagues to share insights, transfer knowledge, and complete pending tasks. I am confident that this approach will allow for continuity and the preservation of the positive momentum we have built.

I want to express my deep appreciation to you and the entire team for the support and camaraderie I've experienced during my tenure here. I look forward to a productive transition period and to witnessing the continued growth and success of [Company Name].

Thank you for your understanding and support during this extended notice period.

Best regards,

[Your Full Name]

[Your Contact Information]

