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# Two Months Due 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 wish to formally notify you of my resignation from [Your Position], as per our contract's stipulated two months notice period. My last day will be [Last Working Day, e.g., "October 1, 2023"]. During these two months, I pledge to ensure my duties are fulfilled and assist with the transition process.

Thank you for your understanding and the opportunities extended during my tenure.

Sincerely,

Warm regards,

[Your Name]