
Two Months Long Notice Resignation Letter

[Your Name]

[Your Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

It is with mixed feelings that I pen down this letter to formally announce my resignation from [Your Position], effective two months from today on [Last Working Day].

From the moment I joined [Company Name], each day has been a profound learning experience. Whether it was the challenges we navigated as a team, the late-night brainstorming sessions, or the triumphant project completions, every memory here has added a unique facet to my professional journey.

My decision to resign stems from a new opportunity that aligns closely with my long-term career goals. While the excitement of a new chapter beckons, the thought of leaving behind my esteemed colleagues and the culture of [Company Name] makes this decision bittersweet.

During the next two months, I am dedicated to ensuring that all my responsibilities are transitioned smoothly. I'm more than willing to train my successor and assist in any capacity that would be beneficial.

The gratitude I feel for having been a part of [Company Name] is immense. I walk away with skills, memories, and relationships that will forever remain close to my heart.

Thank you for everything.

Warmly,

[Your Name]