
Two Months Notice Resignation Letter Format

[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 am writing to formally announce my resignation from [Your Position] at [Company Name], effective two months from today's date, which will be [Last Working Day].

The decision to step down from my position has been made after much deliberation. I am committed to ensuring that the next two months will be dedicated to a smooth and comprehensive transition.

I sincerely appreciate the experiences and growth opportunities provided during my tenure at [Company Name].

Thank you for your guidance and support.

Warm regards,

[Your Name]