
Two Months Notice Resignation Letter for Family Reasons

[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],

It is with a heavy heart that I submit my resignation from [Your Position] at [Company Name], effective two months from today on [Last Working Day, e.g., "October 1, 2023"]. Due to pressing family commitments, I must relocate and thus can no longer sustain my role here.

Working at [Company Name] has been an enriching experience. Over the next two months, I'm dedicated to ensuring a smooth handover to my successor.

Thank you for your understanding, and I cherish the memories and experiences from my time here.

Warm regards,

[Your Name]