
Two Months Notice Resignation Letter for Personal Reason

[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 regret to inform you of my decision to resign from [Your Position] at [Company Name], effective two months from today, which will be [Last Working Day]. This choice stems from personal reasons that require my immediate and undivided attention.

While these personal commitments are compelling me to step back from my professional duties, I am entirely devoted to making the transition process as thorough and smooth as possible.

Your support and understanding during this time would be greatly appreciated.

Best wishes,

[Your Name]