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# Two Months Notice Resignation Letter

## No Notice Retirement 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 am writing to formally notify you of my resignation from [Your Position] at [Company Name], effective two months from today, on [Last Working Day, e.g., "October 1, 2023"].

Over the past [Number of Years, e.g., "five years"], I have immensely valued my experiences, growth, and the camaraderie I've found within our team. My decision to resign is anchored in [a personal reason/new opportunity/other reasons], and it's a step towards aligning with my long-term career and personal aspirations.

Understanding the significance of a smooth transition, especially in our industry, I have opted for a two-month notice to ensure I can thoroughly train my successor and complete ongoing projects with the same dedication and precision that I've always aimed for.

I would like to extend my gratitude for your leadership and the opportunities provided to me at [Company Name]. The skills, insights, and professional relationships I have garnered here will undoubtedly shape my future endeavors. I am keen to assist in any capacity that ensures a seamless transition, be it through training, documenting processes, or offering insights even after my formal departure.

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Thank you once again for the trust, guidance, and wonderful memories. I look forward to cherishing our professional relationship and am hopeful that our paths will cross again in the future.

Warm regards,  
[Your Name]