

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to terminate my [lease/agreement/employment] with [Company/Property Owner's Name], effective [two months from today's date]. This letter serves as my two-month notice as required by our [lease agreement/contract/policies]. My final [move-out date/working day] will be [specific date]. I will ensure that all responsibilities are managed and will comply with the terms outlined in our agreement during this notice period.

Thank you for your understanding.

Sincerely,
[Your Name]