

Subject: Two Weeks Notice

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from today].

I want to express my gratitude for the opportunities I have had during my time here and for the support I've received from you and the team. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you once again for everything. I look forward to staying in touch.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]