

[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 give my two weeks notice of resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and I appreciate the opportunities I have had to grow and develop within the company. I am grateful for the support and guidance you have provided during my time here.

I am committed to ensuring a smooth transition of my responsibilities and will do everything I can to wrap up my duties before my departure.

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch, and wish you and the team continued success.

Sincerely,
[Your Name]