

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally give my two weeks' notice for my temporary position as [Your Job Title] at [Company's Name], with my last working day being [Last Working Day, Date].

I appreciate the opportunity to work with the team and gain valuable experience during my time here. I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you for your understanding.

Sincerely,
[Your Name]