

[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-week notice of resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with you and the team, and I am grateful for the experiences I've gained during my time here. I will do my best to ensure a smooth transition and will complete my remaining tasks.

Thank you for your understanding. I wish you and the company continued success.

Sincerely,  
[Your Name]