
2 Week Notice Letter Simple

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Manager's Name],

I am writing to notify you of my resignation from [Company Name], effective two weeks from today, [Last Working Day]. I have decided to move on to a new opportunity that aligns more closely with my career goals.

I want to thank you for all the support and opportunities I have received at [Company Name]. It has been a pleasure working here, and I am grateful for the experiences.

I am committed to making the transition as smooth as possible and will complete all pending work and assist in handing over my responsibilities.

Thank you again for everything. I wish [Company Name] continued success in the future.

Best,

[Your Name]