**2 Week Notice Letter Template Free**

horizontal line

**[Your Name]  
[Your Address]  
[City, State, Zip]  
[Date]**

**[Manager’s Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]**

Dear [Manager’s Name],

Please accept this letter as my formal resignation from [Company Name] effective two weeks from today, [Last Working Day]. I have accepted a position elsewhere that offers me new challenges and opportunities for growth.

I appreciate the professional development and growth opportunities provided during my tenure with [Company Name]. It has been a pleasure working with the team and contributing to our projects.

I am eager to assist in the transition process and will do my utmost to ensure a smooth handover of my responsibilities. Please let me know how I can help during this period.

Thank you for your understanding and support. I wish [Company Name] continued success in the future.

Warm regards,

[Your Name]