

# 2 Week Notice Letter Template Free

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[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]