
2 Weeks Notice Letter Copy and Paste

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Today's Date]

Dear [Manager's Name],

I am writing to notify you of my resignation from [Company Name], effective two weeks from today, [Last Working Day]. It has been a pleasure working with the team and contributing to the company's goals.

During my remaining time, I will ensure all my responsibilities are completed and am willing to assist in the transition process.

Thank you for the opportunities for professional and personal development that you have provided me during my time at the company.

Best,

[Your Name]