Simple Two Weeks Notice Resignation Letter

**[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Today’s Date]**

**Dear [Manager’s Name],**

I am writing to inform you of my decision to resign from my position at [Company Name], effective two weeks from today, [Last Working Day]. I appreciate the opportunities I have been given here and the professional relationships I’ve built.

I intend to make my transition period as smooth as possible and am available to assist in any way to ensure a seamless handover of my responsibilities.

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

**Sincerely,  
[Your Name]**