

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]