## Two Weeks Notice Letter Short and Sweet

horizontal line

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

**Dear [Manager’s Name],**

Please accept this letter as my formal resignation from [Company Name], with my last day being two weeks from today, [Last Working Day]. I am grateful for the opportunities I've had here and wish everyone the best.

I'm ready to help with the transition in any way possible.

**Warm regards,  
[Your Name]**