## Two Weeks Notice Letter Short and Sweet



**[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]**