

# Two Weeks Notice Letter Short and Sweet

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**[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]**