Two Weeks Notice Resignation Letter Template Free

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

**[Manager’s Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]**

**Dear [Manager’s Name],**

I am writing to formally announce my resignation from [Company Name], effective two weeks from today, [Last Working Day]. This decision was not made lightly, and I deeply appreciate the opportunities for growth and the experiences I have enjoyed during my tenure.

Over the next two weeks, I am committed to ensuring a seamless transition. I am prepared to assist in training my replacement and will ensure that all my tasks and projects are up-to-date before my departure.

Thank you for the support, guidance, and encouragement you have provided me during my time at [Company Name]. I have greatly enjoyed working here and look forward to staying in touch.

**Sincerely,**

**[Your Name]**