

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]