

Two Weeks Notice Resignation Letter Sample

Date: [Today's Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, on [Last Working Day].

I appreciate the opportunities I have had during my time here and am grateful for the support and guidance you have provided me. I will do everything I can during my remaining time to ensure a smooth transition.

Thank you again for the opportunity to be a part of [Company Name]. Please let me know if there is anything I can do to help during this transition.

Sincerely,

[Your Name]