

[Date]

[Manager's Name]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]

Re: Two Weeks Notice of Resignation

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from [Your Position] at [Company Name], effective two weeks from today ([Last Working Day], [Date]).

I appreciate the opportunities and experiences I have gained during my employment. I will do my best to ensure a smooth transition over the next two weeks.

Thank you for your understanding and support.

Sincerely,

[Your Name]