[Your Name]
[Street Address]
[City, State ZIP]
[Phone] | [email@example.com]

[Month DD, YYYY]

[Manager's Name]
[Title]
[Company Name]
[Street Address]
[City, State ZIP]

**Re: Two Weeks' Notice of Resignation**

Dear [Manager's Name],

Please accept this letter as my formal two weeks' notice of resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Month DD, YYYY].

Thank you for the opportunities I have had during my [time] here. I have valued working with the team and have learned a great deal, especially [one specific thing].

During the next two weeks I will do everything I can to make the transition smooth, including finishing [current projects], documenting my work and training [colleague or replacement]. Please let me know if there is anything else I can do to help.

I wish you and [Company Name] continued success, and I hope to stay in touch.

Sincerely,

**[Your Name]**