

TWO WEEKS NOTICE TEMPLATES

Dear [Manager's Name],

Please accept this letter as notice of my resignation from my position at [Company Name]. My final day of employment will be [Last Working Day].

I'm thankful for the opportunity to be part of the team and for the experience I've gained during my time here. I appreciate the support and guidance I've received.

During my remaining time, I will ensure that my duties are handled responsibly and will assist in making this transition as smooth as possible.

Thank you for everything.

Best regards,

[Your Full Name]

Dear [_____],

Please accept this letter as notice of my resignation from my position at [_____]. My final day of employment will be [_____].

I'm thankful for the opportunity to be part of the team and for the experience I've gained during my time here. I appreciate the support and guidance I've received.

During my remaining time, I will ensure that my duties are handled responsibly and will assist in making this transition as smooth as possible.

Thank you for everything.

Best regards,

[_____]

Dear [_____],

Please accept this letter as notice of my resignation from my position at [_____]. My final day of employment will be [_____].

I'm thankful for the opportunity to be part of the team and for the experience I've gained during my time here. I appreciate the support and guidance I've received.

During my remaining time, I will ensure that my duties are handled responsibly and will assist in making this transition as smooth as possible.

Thank you for everything.

Best regards,

[_____]