

TWO WEEKS NOTICE TEMPLATES

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name]. My last working day will be [Last Day, typically two weeks from today].

I appreciate the opportunity to have worked at [Company Name] and am grateful for the experience, support, and growth I've gained during my time here.

I will do my best to ensure a smooth transition over the next two weeks, including completing my current responsibilities and assisting in training a replacement if needed.

Thank you again for the opportunity. I wish you and the team continued success.

Sincerely,

[Your Full Name]

Dear [_____],

I am writing to formally resign from my position as [_____] at [_____]. My last working day will be [_____, _____].

I appreciate the opportunity to have worked at [_____] and am grateful for the experience, support, and growth I've gained during my time here.

I will do my best to ensure a smooth transition over the next two weeks, including completing my current responsibilities and assisting in training a replacement if needed.

Thank you again for the opportunity. I wish you and the team continued success.

Sincerely,

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I appreciate the opportunity to have worked at [_____] and am grateful for the experience, support, and growth I've gained during my time here.

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Sincerely,

[_____]