

Subject: Two weeks' notice of resignation

Hello [Manager's name],

Please accept this email as my two weeks' notice of resignation from [Company].
My last day will be [Last day].

Thank you for the experience I have gained here. I have learned a great deal from working with this team.

I am happy to help with the handover in any way I can before I leave.

Please let me know if you have any questions.

Best regards,
[Your name]

[Delete this note before you send: Replace every part in square brackets with your own details, then paste the subject line and the email into a new message to your manager. Not legal advice. Check your contract and local law for notice rules.]