

[Date]

Dear [Manager's name],

This letter is my formal two weeks' notice of resignation from my position as [Job title] at [Company]. My final day of work will be [Last day]. I have accepted a new position that is the right next step for me.

I am grateful for the time I have spent here and for the people I have worked with.

Over my remaining time, I will finish what I can and leave clear notes on anything still open.

I wish you and everyone here all the best.

Sincerely,

[Your name]

[Delete this note before you send: Replace every part in square brackets with your own details, then print and sign the letter or paste it into an email. Not legal advice. Check your contract and local law for notice rules.]