

[Date]

Dear [Manager's name],

Please accept this letter as my two weeks' notice of resignation from my position as [Job title] at [Company]. My last day will be [Last day]. I am leaving for personal reasons.

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

Before my last day, I will write up my open work and help train whoever takes it over, so the handover goes smoothly.

I hope we can stay in touch, and I wish 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.]