

[Date]

Dear [Manager's name],

With this letter, I am giving two weeks' notice that I am leaving my position as [Job title] at [Company]. My last day will be [Last day]. I am relocating, so I will not be able to continue in this role.

I appreciate the opportunities I have had in this role and the support you have given me.

I will do what I can to make the transition easy before my last day.

It has been a good experience working here, and I wish the team well.

Kind regards,

[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.]