

[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].

Thank you for the support and the chance to learn so much here. I am grateful for my time on 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 wish you and the team continued success.

Best 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.]