

[Your name]
[Your address]
[City, State ZIP]
[Your email]
[Your phone]

[Date]

[Manager's name]
[Manager's title]
[Company]
[Company address]
[City, State ZIP]

Dear [Manager's name]:

Please accept this letter as formal notice of my resignation from my position as [Job title] at [Company], effective two weeks from the date of this letter. My last day of employment will be [Last day].

I am grateful for the opportunities I have been given during my employment.
Thank you for your support and guidance.

During my remaining time, I will assist with the transition of my responsibilities, including documenting my current work.

I wish you and the organization continued success.

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.]