

[Date]

Dear [Manager's name],

I'm writing to let you know that I'm resigning from my position as [Job title] at [Company]. This is my two weeks' notice, and my last day will be [Last day].

Thank you so much for your support and for everything I've learned here. Being part of this team has meant a lot to me.

I'll do all I can to make the handover smooth, including writing up my open work and helping train my replacement.

I'll miss working with you, and I hope we stay in touch.

Best wishes,

[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.]