

[Date]

Dear [Manager's name],

I am writing to give my two weeks' notice. I am resigning from my part-time position as [Job title] at [Company], and 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.

I am happy to help with the handover in any way I can before I leave.

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.]