

[Date]

Dear [Manager's name],

I am writing to give my two weeks' notice. I am resigning from my position as [Job title] at [Company], and my last day will be [Last day].

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

I hope we can stay in touch, and I wish everyone here all the best.

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.]