TWO WEEKS NOTICE LETTER

Warm & Grateful Tone

[Your Full Name]
[Your Address, City, State, ZIP]
[Your Email] | [Your Phone]

[Today's Date]

[Manager's Full Name], [Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to let you know that I will be resigning from my role as [Job Title] at [Company Name], with my last working day being [Date — two weeks from today].

I want to begin by expressing my sincere gratitude. My time here has been genuinely meaningful — the projects I worked on, the team I was part of, and the mentorship you provided have all shaped me professionally in ways I will carry forward throughout my career.

Leaving was not a decision I made lightly, and it is bittersweet. I am moving on to [a new opportunity / pursue a personal goal — optional] but I am deeply thankful for everything [Company Name] has given me.

Please know that I will give my full commitment and energy for every remaining day. I will ensure all my projects are properly documented and handed over, and I am happy to assist with training whoever steps into this role.

I truly hope we stay connected. Working with you and the team has been one of the highlights of my career.

With gratitude,

[Your Signature]
[Your Printed Name]
[Your Job Title]

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