**[Your Name]**  
[Your Address] [City, State, ZIP Code]  
[Email Address]  
[Phone Number]

**Date: [Insert Date]**

**[Manager’s Name]**  
[Manager’s Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**Subject: Two-Week Resignation Notice**

**Dear [Manager’s Full Name],**

I am writing to formally resign from my position as **[Your Job Title]** at **[Company Name]**, effective two weeks from today. My final working day will be **[Insert Last Working Day, e.g., July 22, 2025]**.

This was not an easy decision, as I have truly appreciated the opportunities for professional growth and the support I’ve received throughout my time here. I’ve enjoyed working with you and the team, and I am grateful for the valuable experience.

During this transition, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training a replacement or wrapping up any pending work.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish continued success to you and the organization.

**Sincerely,**  
[Your Full Name]