### horizontal line**Two Weeks Notice Resignation Letter for Personal Reasons**

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

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

**Subject: Two Weeks’ Notice of Resignation**

Dear [Manager’s Name],

I am writing to inform you of my resignation from [Company’s Name], effective two weeks from today, [Last Working Day, e.g., November 15, 2024]. This decision is driven by personal reasons, and I believe it is the right step for me at this time.

Please be assured of my commitment to ensuring a seamless handover of my responsibilities over the next two weeks. I will be available to assist with any necessary transition work to support the team.

Thank you for your understanding and for the opportunities I’ve been given at [Company’s Name]. I have enjoyed being part of the team, and I am hopeful we can stay connected in the future.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]