### horizontal line**Two Weeks' Notice Resignation Letter to Manager**

**[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 formally submit my resignation from [Company’s Name], effective two weeks from today, [Last Working Day, e.g., November 15, 2024]. I have appreciated the opportunity to work under your guidance and the support you have offered during my time here.

Please let me know how I can assist in a smooth transition over the next two weeks. I am dedicated to handing over my responsibilities seamlessly to my colleagues and helping train my successor as needed.

Thank you once again for your mentorship and for the experiences I have gained. I look forward to keeping in touch and hope our paths cross again in the future.

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