
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]