
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]