

# 2 WEEK NOTICE LETTER

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*Date*

*Manager Name*

*Company Name*

Dear [Manager name],

I'm writing to inform you that I will be leaving my position as a [Position] at [Company name]. My last day of work will be [Date of resignation].

While my experience with [Company Name] has been positive, I have accepted a new opportunity to expand my skill set and career trajectory as [position].

I've enjoyed working as a part of the team. Thank you for your leadership and for the opportunities for growth. I won't forget the experiences I've had at the [Company].

I'm committed to performing at my best until I leave. I would be happy to assist in the transition. Please let me know how I can help.

Sincerely,

John Doe

JohnDoe@example.com

(123) 456-7890