|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

[Supervisor or Manager name]

[Company Name]

[Company Address]

Dear [Manager name],

This letter serves as two weeks’ notice of my resignation from [Company Name]. My final day as a [job position] will be [last day of work].

This decision has not been easy as I [reason for resignation].

It has been a pleasure to work with [Company Name] and I appreciate the time and effort my team has given me in this role in order to improve my skills and experience. This position has allowed me to develop skills that I am positive will translate into my next role.

I will continue to provide support to [Company Name] and my colleagues until my final day. If there is anything else I can do to make sure this transition goes smoothly, please do not hesitate to let me know.

Sincerely,

[Your signature]

[Printed name]