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## 2 Week Notice Resignation Letter

Dear [Manager's Name],

I am writing to officially tender my resignation from [Company Name] effective two weeks from today, [Date of Resignation].

It has been a privilege working here, and I've gained invaluable experience that I will carry forward. I'm committed to aiding in a seamless transition, and I'm available to train my successor or pass on my responsibilities.

Thank you for your guidance and support during my tenure. I cherish the memories and lessons.

Warm regards,

[Your Name]