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# Two Week Formal Resignation Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day].

This decision wasn't made lightly. After careful contemplation, I believe it's the right step for my career growth. I am deeply thankful for the opportunities and experiences I've gained here and have utmost respect for our team and the company's mission.

I am committed to working over the next two weeks to ensure a smooth handover of my responsibilities. Please let me know how best I can assist in this transition process.

Thank you for your understanding and support.

Sincerely,

[Your Name]