

Professional resignation with two weeks notice

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position as [Job Title] with [Company Name]. My last day of work will be [Date - typically two weeks from today].

This decision was not made lightly, and I am grateful for the opportunities for professional and personal growth during my time here. I have enjoyed working with the team and appreciate the support provided to me.

During my remaining time, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and will work diligently to complete my current projects.

Thank you for your understanding. I wish you and the company continued success.

Sincerely,

[Your Name]

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