**Two Weeks Notice Resignation Letter**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Manager’s Name]**  
[Manager’s Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**Dear [Manager’s Name],**

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, e.g., October 16, 2055].

I am truly grateful for the opportunities I have had during my time at [Company Name]. Working here has allowed me to develop professionally and personally, and I appreciate the support and guidance I’ve received from you and the entire team.

To ensure a smooth transition, I am happy to assist in training my replacement, documenting my responsibilities, and completing any pending projects before my departure.

Thank you again for the opportunity to contribute to [Company Name]. I look forward to staying in touch and wish the company continued success in the future.

**Sincerely,**  
[Your Signature (if submitting a printed copy)]  
[Your Typed Name]



Mr. Horton Felix, Manager HR  
\_\_\_\_\_\_\_\_\_\_\_\_\_ Associates  
89 TNT Lane  
Miami, FL 89544

Dear Mr. Felix:

I am writing to inform you about my intention to resign from my position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My resignation will be effective after two weeks from now \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would like say a special thanks to you and my helpful colleagues for making my tenure at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a memorable and highly productive experience. The expertise I have developed here through team work will be helpful for me throughout my life.

I believe that this two week’s notice period will be adequate for you to find my replacement and I would gladly assist to train the new inductee. During this 2 weeks’ tenure, I will finish all my ongoing assignments and fasten any loose ends. If I can be of any further assistance to smoothen this transition please let me know.

Wishing you all the very best of luck.

Sincerely,

**Noah Guilford**

Noah Guilford  
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Miami, FL 54121