

Formal 2 Weeks Notice Resignation Letter

Dear [Manager Name],

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

I am grateful for the opportunities and experiences I have gained during my tenure. I will ensure a smooth transition of my responsibilities and assist in training my replacement if required.

Thank you for your guidance and support.

Sincerely,

[Your Name]

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