2 Weeks Notice Personal Reasons

Dear [Manager Name],

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

I appreciate the guidance and opportunities I have received and will work to complete my current responsibilities and assist with the transition.

Thank you for your support.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/resignation-letter-2-week-notice