

Today's Date

Manager of the company

Company Name

Dear (Insert name) ,

Thank you for the opportunity to work for (Insert company name). I have gained a lot of knowledge and experience from you as well as the company. Regretfully, I would like to put in my two week notice. My last day will be (Insert date). I have decided to move in the direction of furthering my career/building a family.

In my last few days here, I will try to tie up all loose ends and finish any projects I have started or have been working on. If there is anything else you need me to do, please don't hesitate to ask.

*Sincerely,*

Sign here