

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Two Weeks' Notice of Resignation

Dear [Manager's Name],

I am writing to formally resign from my position in the finance department at [Company's Name], effective two weeks from today, [Last Working Day, Date].

It has been a privilege to work alongside you and the rest of the team. I am grateful for the opportunities for personal and professional growth that I have received during my time here.

I will ensure that my duties and responsibilities are transitioned smoothly in the coming weeks. Please let me know how I can help during this transition.

Thank you once again for the support and the opportunities. I look forward to staying in touch in the future.

Sincerely,

[Your Name]