

Dear [Manager's Name],

I would like to inform you about my decision to resign from my position as [Position Name] at [Company Name]. Please accept this letter as my official intimation of the two week's notice, as mandated by the HR policies of the office. My last working day in the office would be [Date].

I appreciate the support you've given me while I've been here. I'll be available for any knowledge transfer needed by whoever replaces me in this position.

Thank and Regards,
[Your Full Name]