

TWO WEEKS NOTICE RESIGNATION LETTER

From: _____
Address: _____
Phone: _____
E-Mail: _____

Date: _____

To: _____
Address: _____
Phone: _____
E-Mail: _____

Dear _____,

I am writing to formally submit my resignation from my position as [Your Position] at [Company Name], effective two (2) weeks from the date of this letter, [Effective Date].

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities for growth and development that I have experienced during my tenure.

I am committed to ensuring a smooth transition during my remaining time with the company. I am willing to assist in training my replacement and completing any outstanding projects to the best of my ability.

Thank you for the support and guidance you have provided me during my time here. I have learned a great deal and am appreciative of the opportunities I have been given.

Thank you for your understanding.

Sincerely,

Signature: _____

Print name: _____