

Two Weeks Notice Template

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Subject: Two-Week Notice of Resignation

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position as [Your Job Title] at [Company Name], effective two weeks from today, [Last Working Day, Date].

I appreciate the opportunities I have had while working at [Company Name] and am grateful for the support, guidance, and experience I have gained during my time here.

I am committed to assisting in the transition process over the next two weeks to ensure a smooth handover of my responsibilities. Please let me know how I can help make this transition as seamless as possible.

Thank you again for the opportunity to be a part of [Company Name]. I wish the company continued success in the future.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Typed Name]

Two Weeks Notice Template

[_____]

[_____]

[_____, _____]

[_____]

[_____]

[___/___/___]

[_____]

[_____]

[_____]

[_____, _____]

Subject: Two-Week Notice of Resignation

Dear [_____],

I am writing to formally notify you of my resignation from my position as [_____] at [_____] , effective two weeks from today, [_____, ____].

I appreciate the opportunities I have had while working at [_____] and am grateful for the support, guidance, and experience I have gained during my time here.

I am committed to assisting in the transition process over the next two weeks to ensure a smooth handover of my responsibilities. Please let me know how I can help make this transition as seamless as possible.

Thank you again for the opportunity to be a part of [_____]. I wish the company continued success in the future.

Sincerely,

[_____ (if submitting a hard copy)]

[_____]