| **TWO WEEKS’ NOTICE LETTER** | |
| --- | --- |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Address]

\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_ [City, State Zip]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Phone]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Email]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Name]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Title]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Address]

\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_ [City, State Zip]  
  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Name],  
  
Please accept this letter as formal notice of my resignation from the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Current Job Title] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name], effective two weeks from today, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ [Your Last Day].  
  
After thoughtful consideration, I have made the decision to resign from my position to: (Check one)

☐ pursue new opportunities that better align with my career goals.  
☐ focus on personal matters that require my full attention.  
☐ prioritize my health and well-being.  
☐ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am deeply grateful for the opportunities for growth and development that I have experienced during my time at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name]. Your guidance and support have been invaluable, and I will carry the lessons I’ve learned here with me throughout my career.  
  
During the transition, I am committed to ensuring a smooth handover of my responsibilities.  
  
I’ll remain available at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Email] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Phone Number] after my departure, should you need any further assistance.  
  
I wish you and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name] continued success.  
  
Sincerely,  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Signature]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]