| **TWO WEEKS’ NOTICE LETTER** |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [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]