

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]

