

Professional resignation with two weeks notice

Subject: Resignation from Bus Driver Position

Dear [Supervisor/Manager Name],

I am writing to formally notify you of my resignation from my position as a bus driver with [Company/District Name]. My last day of work will be [Date], providing the standard two weeks' notice.

This decision was not made lightly, and I have thoroughly considered all aspects before reaching this conclusion. I am committed to ensuring a smooth transition of my responsibilities and will work diligently during my remaining time to train my replacement and complete any outstanding duties.

I would like to express my sincere gratitude for the opportunities for professional growth and development during my tenure here. The experience has been valuable, and I have enjoyed working with the students, parents, and staff.

Please let me know how I can assist in the transition process. I am willing to help train my replacement and ensure all routes and procedures are properly documented.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]

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