

# Resignation Letter 2 Week Notice

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally submit my resignation from my position as [Your Job Title] at [Company Name]. Please accept this letter as my two weeks' notice, and my last working day will be [Last Working Day], two weeks from today, [Today's Date].

I have thoroughly enjoyed my time at [Company Name] and feel grateful for the opportunities and experiences I have had while working here. The knowledge and skills I have gained during my tenure will undoubtedly benefit me throughout my career.

This decision to resign was not made lightly, but after careful consideration, I have decided to pursue a new professional challenge that aligns with my long-term career goals. I will do my utmost during these two weeks to ensure a smooth transition of my responsibilities to my colleagues or any other team member you deem appropriate.

I am more than willing to assist in training my replacement or provide any necessary documentation to ensure a seamless handover. Please feel free to reach out to me with any specific instructions or tasks you would like me to prioritize during this transition period.

I want to extend my sincere gratitude to you and the entire team for the support, camaraderie, and collaboration that have made my time at [Company Name] so rewarding. I have cherished the relationships I've built here and will fondly remember the memories we've shared.

Moving forward, you can contact me via email at [Your Email Address] or by phone at [Your Phone Number] if you need any additional information or assistance after my departure.

Once again, thank you for the valuable experience and the understanding you've shown me during my time at [Company Name]. I am leaving with a heavy heart but also with excitement for the next chapter of my career.

Wishing you and the team continued success in all your endeavors.

Sincerely,

[Your Name]