

TWO WEEKS NOTICE LETTER

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

[Employee's Phone Number]

[Employee's Email Address]

_____ day of _____ ,
20 _____

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear _____ ,

I am writing to formally notify you of my resignation from my position at [Company Name],
effective two weeks from today, on the _____ day of

_____, 20 _____. This decision was not made lightly, and I am grateful for the opportunities and experiences I have had during my time with the company.

Please consider this letter as my official two weeks' notice of resignation, with my last working day being the _____ day of _____, 20 _____. I am committed to ensuring a smooth transition and will do my utmost to complete any outstanding tasks and assist in the handover process during this period.

I would like to express my sincere gratitude for the support and guidance provided during my tenure at [Company Name]. I have learned a great deal and have enjoyed working with my colleagues and the team. I hope to maintain a positive relationship moving forward and am open to assisting with the transition in any way possible.

Please let me know how I can help during this transition period. I am willing to train my successor and ensure that all my responsibilities are covered before my departure.

This letter serves as the entire agreement regarding my resignation and supersedes any prior oral or written communications on this matter. Any amendments to this notice must be made in writing and signed by both parties. This notice shall be governed by and construed in accordance with the laws of the State of _____.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

Signature: _____

Date: _____ day of _____

_____, 20 _____

Print Name: _____

[Witness Section, if required]

Witness Signature: _____

Date: _____ day of

_____, 20 _____

Print Name: _____

[Notary Section, if required]

State of _____

County of _____

On this _____ day of

_____, 20 _____,

before me, the undersigned notary public, personally appeared

_____, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Signature: _____

Date: _____ day of

_____, 20 _____

Print Name: _____

My Commission Expires: _____ day of

_____, 20 _____

[Seal]