

Resignation Letter Template with 2 Weeks Notice

Writing a **resignation letter with a 2 weeks notice period** involves clearly stating your intention to leave the position while providing a professional and courteous tone. Begin the letter by addressing your employer and specifying your last working day, which is typically two weeks from the date of the letter. Express gratitude for the opportunities and experiences gained during your employment. Offer to assist with the transition process to ensure a smooth handover of your responsibilities. A well-crafted resignation letter helps maintain a positive relationship with the employer and ensures a professional exit from the company.

Sample Resignation Letter (2 Weeks Notice)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, e.g., March 15, 2024]. I would like to express my sincere gratitude for the opportunities and experiences I have had during my time here. I appreciate the support and guidance provided by you and the team. During my remaining time, I am committed to assisting in the transition process to ensure a smooth handover of my responsibilities. Please let me know how I can help during this transition.

Thank you again for the opportunity to be a part of [Company Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]

Tips for Writing Your Resignation Letter

- Be concise and direct about your intention to resign.
- Specify your last working day (usually two weeks from the date of your letter).
- Express appreciation for your experience with the company.
- Offer assistance to ensure a seamless transition.
- Maintain a positive and professional tone throughout the letter.