

# Simple Two Weeks Notice Resignation Letter Template

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today. My last working day will be [Last Working Day, e.g. July 14, 2024].

Thank you for the opportunities and experiences I have gained while working here. I appreciate your support during my tenure.

I am committed to ensuring a smooth transition and am happy to help during this period.

Sincerely,

[Your Name]