

## 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]