

Formal Resignation Letter with Two Weeks Notice Period [Sample]

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, on [Last Working Day, e.g., July 10, 2024].

I have enjoyed working with the team and sincerely appreciate the opportunities for personal and professional growth that the company has provided me during my tenure. I am grateful for your guidance and support.

During the next two weeks, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and will ensure that all my responsibilities are properly handed over before my departure.

Thank you once again for the support and opportunities. I look forward to staying in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]