

# Professional Two Weeks Notice Resignation Letter Template

A professional two weeks notice resignation letter template provides a clear and respectful format for employees to formally announce their intention to leave a position. It typically includes key elements such as the resignation date, appreciation for the opportunity, and an offer to assist with the transition. This template helps maintain professionalism, ensures smooth communication with employers, and supports positive relationships for future references or networking.

## Resignation Letter Template

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]  
Dear [Recipient Name],

Please accept this letter as formal notice of my resignation from my position as [Your Position] with [Company Name], effective two weeks from today, [Last Working Day, e.g., June 21, 2024]. I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Company Name]. Working with you and the team has been both rewarding and professional. During my remaining time, I am committed to ensuring a smooth transition. I am happy to assist in training a replacement or transferring my responsibilities as needed.

Thank you again for your support and understanding. I wish the company continued success in the future.

Sincerely,

[Your Name]