

Formal Resignation Letter with Two Weeks Notice

[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],

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 20, 2024]. This notice period will allow for a smooth transition of my responsibilities.

I would like to express my sincere gratitude for the support and opportunities I have received during my time at [Company Name]. Working with you and the team has been a valuable and rewarding experience, and I appreciate the chance to contribute to the organization.

Please let me know how I can assist during this transition period. I am committed to ensuring that my duties are completed and a handover is conducted appropriately.

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

Sincerely,
[Your Name]