

Official Two Weeks Notice Letter for Career Advancement

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you of my resignation from my position as [Your Position] at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, typically two weeks from the date above].

This decision did not come easily and is the result of careful consideration regarding the direction of my career. I have accepted an opportunity that will provide new challenges and avenues for growth in line with my long-term professional goals. I am sincerely grateful for the support, mentorship, and opportunities I have received during my tenure at [Company Name]. The skills and experiences I have gained here have been invaluable for my personal and career development.

During the next two weeks, I am committed to ensuring a seamless transition. I am happy to help train my replacement and complete any outstanding tasks to the best of my ability.

Thank you again for the opportunities and guidance you have provided. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]