

# Sample Formal Letter for Resignation with Two Weeks Notice

[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, with my last working day being [Last Working Day, e.g., July 31, 2024].

I appreciate the opportunities and experiences I have gained during my employment here. I want to express my gratitude for your support and guidance, which have contributed significantly to my professional development.

During the next two weeks, I will do my utmost to ensure a smooth transition by completing outstanding tasks and assisting with training or handover as needed. Please let me know if there is anything specific I can do in this regard.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,  
[Your Name]