

Two Weeks Notice Resignation Letter Template

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

[Supervisor's Name]
[Title/Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Supervisor's Name],

I am writing to formally announce 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, two weeks from today].

I want to express my sincere gratitude for the opportunities, guidance, and support you have provided during my time here. Working under your supervision has helped me grow both professionally and personally, and I appreciate the valuable experiences I have gained as a member of your team.

I am committed to ensuring a smooth and seamless transition over the next two weeks. Please let me know how I can assist during this period to help train my replacement or wrap up any outstanding tasks.

Thank you once again for your mentorship and encouragement. I cherish the time I spent at [Company Name] and look forward to staying in touch.

Sincerely,
[Your Name]