**TWO WEEKS NOTICE**

[INSERT YOUR FULL NAME]

[INSERT THE COMPANY LETTERHEAD YOU USE]

[INSERT YOUR PERSONAL/WORK EMAIL ADDRESS]

[INSERT SUBMISSION DATE OF THIS TWO WEEKS NOTICE]

[INSERT NOTICE LETTER RECIPIENT]

[INSERT POSITION TITLE OF RECIPIENT]

[INSERT COMPANY ADDRESS]

Dear Ms. /Mr. [INSERT LETTER RECIPIENT’S SURNAME],

I am sending you this letter to give you official notice that I am resigning from my job at [INSERT COMPANY NAME] as [INSERT YOUR JOB TITLE] effective two weeks from now, [INSERT DATE OF YOUR RESIGNATION].

Working with [INSERT COMPANY NAME] as [INSERT YOUR JOB TITLE] for the past [INSERT TOTAL YEARS/MONTHS YOU HAVE BEEN EMPLOYED] has made me experience growing professionally alongside the company I work for. I thank you for giving me this opportunity of becoming a valuable asset of the company as a [INSERT TYPE OF WORK].

Rest assured that I am going to accomplish all of my remaining tasks with the same dedication and diligence that I have put into my work since I was employed. I am also willing to render my time in training the person who will take over my job after my resignation. You can reach me through these numbers: [INSERT CONTACT NUMBERS]. You can also email me at [INSERT YOUR PERSONAL EMAIL ADDRESS].

There is so much I am grateful for with the privilege [INSERT COMPANY NAME] has given me. I will bring with me the pride of being a part of such an esteemed and respected company.

Sincerely,

[INSERT YOUR HANDWRITTEN SIGNATURE]

[INSERT YOUR FULL NAME]

[INSERT POSITION TITLE]