

OFFICIAL TWO WEEKS NOTICE

From: _____
Address: _____
Address (2): _____
Phone: _____
E-Mail: _____

Date: _____

To: _____
Address: _____
Address (2): _____
Phone: _____
E-Mail: _____

Dear _____,

This letter represents my official resignation from my title of _____ with
_____. I respectfully announce my **two (2) weeks' notice** ending on the
____ day of _____, 20____.

It has been with great pleasure to be alongside the individuals I had the opportunity to work with
and will always appreciate the experience and knowledge gained during my time here.

I hope two weeks is enough for you to find a replacement. Furthermore, please let me know of
any help that I could be to train or assist the person that will take over my position.

Sincerely,
