

# OFFICIAL TWO WEEKS NOTICE LETTER

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter represents the 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. Thank you.

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. Thank again.

Sincerely,

\_\_\_\_\_