

# Sample Notice of Resignation Letter (Two Weeks Notice)

This **sample notice of resignation letter** form provides a clear and professional template for submitting your two weeks' notice. It ensures you communicate your departure respectfully while maintaining positive relationships. Use this format to formally inform your employer of your intent to resign with adequate notice.

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## Resignation Letter Template

**Date:**

**Employer's Name:**

**Company Name:**

**Company Address:**

Dear ,

I am writing to formally resign from my position as  at , effective two weeks from today.

My last working day will be .

I appreciate the opportunities and experiences I have gained during my time here. I am committed to assisting with the transition process over the next two weeks.

Thank you for your support and understanding.

Sincerely,