

# 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:**

MM/DD/YYYY

**Employer's Name:**

Supervisor/Manager Name

**Company Name:**

**Company Address:**

Company Address

Dear Supervisor/Manager Name,

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

My last working day will be MM/DD/YYYY.

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,

Your Name