

# Two Weeks Notice Form Sample for Personal Reasons

Submitting a **two weeks notice form** for personal reasons is a professional way to inform your employer about your intent to resign. This form ensures a smooth transition by providing the necessary details within the required timeframe. Using a clear and concise sample can help you communicate effectively and maintain positive relations.

## Two Weeks Notice Form Sample

Date:

Employer/Manager Name:

Company Name:

Your Name:

Position:

Notice Letter:

Dear [Employer/Manager Name],  
I am writing to formally notify you of my resignation from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day, e.g. July 20, 2024].  
This decision is due to personal reasons. I want to express my gratitude for the opportunities and experiences I have gained during my time here. I am committed to ensuring a

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Submit