

# Two Weeks Notice Letter Template

A **basic two weeks notice form** sample provides a straightforward template for employees to formally inform their employer of their intention to resign. It ensures clear communication and helps maintain professional relationships during the job quitting process. Using this form simplifies the transition and respects workplace protocols.

## Sample Two Weeks Notice Form

Date:

Employer's Name/Company:

Your Name:

Your Position:

Notice Statement:

Dear [Employer's 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.,	
June 30, 2024].	▼
Thank you for the opportunities and support during my	

Submit