

Professional Two Weeks Notice Form Sample

Download a **professional two weeks notice form** sample to ensure your resignation is handled with clarity and respect. This template provides a concise and formal way to communicate your intent to leave, maintaining your professionalism. Easily customizable, it helps facilitate a smooth transition between employers.

Two Weeks Notice Form Sample

Employee Name:

Position:

Supervisor/Manager:

Date:

Last Working Day:

Resignation Message:

Dear [Supervisor/Manager Name],
Please accept this letter as formal notice of my resignation
from my position as [Position] at [Company Name],
effective two weeks from today. My last working day will
be [Last Working Day].
I am grateful for the opportunities I have received here and



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