

Two Weeks Notice Form

Use this **two weeks notice form** sample template to professionally resign from your job while providing your employer with adequate time to prepare for your departure. This straightforward and clear template ensures your intentions are communicated respectfully and efficiently. Customize it to suit your specific situation and maintain a positive relationship with your employer.

Employee Name:

Position/Title:

Supervisor/Manager Name:

Date:

Notice Letter

Dear [Supervisor/Manager Name],

I am writing to formally notify you of my resignation from my position as [Your Position/Title] at [Company Name], effective two weeks from today on [Last Working Day, e.g., July 18, 2024].

Thank you for the opportunities and support provided during my time here. I will do my best to ensure a smooth transition over the next two weeks.

Sincerely,

[Your Name]

Submit Notice