

## Two Weeks Notice Form Sample

Submitting a **two weeks notice form** to your immediate supervisor is a professional way to communicate your resignation. This form typically outlines your last working day and expresses gratitude for the opportunities provided. Using a clear and concise template ensures a smooth transition and maintains positive workplace relationships.

### Sample Two Weeks Notice Form

Employee Name:

Immediate Supervisor Name:

Department:

Date Submitted:

Last Working Day (2 weeks from submission):

Reason for Leaving (optional):

Additional Comments / Gratitude:

Thank you for the opportunities and support provided during my tenure.

**Submit Notice**

### Sample Completed Notice (Text Version):

Date: [Insert Date Here]  
To: [Immediate Supervisor Name]  
Department: [Department Name]  
Dear [Immediate Supervisor Name],  
I am writing to formally notify you of my resignation from my position at [Company Name], effective two weeks from today. My last working day will be [Last Working Day]. I am grateful for the opportunities and experiences I have gained during my time here. Thank you for your support and guidance.  
Please let me know how I can assist in the transition process.  
Sincerely,  
[Employee Name]