

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]