

Two Weeks Notice of Resignation

Submitting a **two weeks notice form** is a professional way to inform your employer about your resignation. This sample form helps ensure clear communication of your intent to leave while maintaining a positive relationship. Using a well-structured notice supports a smooth transition during your departure.

Employee Name:

Position/Title:

Department:

Supervisor/Manager Name:

Date of Notice:

Final Working Day (Two Weeks From Notice):

Reason for Resignation (optional):

Signature:

Date Signed:

Sample Two Weeks Notice Statement

Dear [Supervisor's Name],

Please accept this letter as formal notice of my resignation from my position as [Your Position]. My last day of employment will be [last working day, two weeks from today].

I appreciate the opportunities and support I have received during my time at [Company Name] and will do my best to ensure a smooth transition.

Sincerely,

[Your Name]