

2 Week Notice Letter

Date

To

From

Dear _____,

Please accept this letter as formal notice of my resignation from my position as _____ with _____.

In accordance with my notice period, my final working day will be _____. This decision has been made after careful consideration, and I am committed to ensuring a smooth and orderly transition during this period.

During my remaining time, I will make every reasonable effort to complete outstanding tasks, transfer responsibilities, and assist in training a replacement or supporting team members as needed. Please let me know if there are specific priorities you would like me to address before my departure.

I would like to express my appreciation for the opportunity to work with the Company. I value the experience and professional development I have gained during my time here.

Kindly inform me of any formal procedures related to my departure, including the return of company property, final payroll processing, and any exit formalities.

Thank you for your understanding.

Sincerely,

Name

Date

Signature



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