

Two Weeks Notice Letter

Dear _____,

I would like to notify you that I decided to file this letter as my resignation from my current position as _____ in _____.

The last day of my work here will be on _____.

Thank you so much for the opportunity to work in this position for the past _____. I greatly appreciate the growth and development opportunities _____ provided.

Kindly let me know if you need any help with the transitioning of my replacement. I am willing to train my replacement during my remaining days here in the firm.

All the best,



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