### horizontal line**Two-Week Letter Notice**

### [Your Name]

[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Employer’s Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

### Subject: Two-Week Notice of Resignation

### Dear [Employer’s Name],

I am writing to formally submit my resignation from my position at [Company Name], effective two weeks from today, [specific date].

#### Details of the Notice:

* Last Working Day: [Specify the date]
* Reason (Optional): [Briefly state, if applicable]

#### Additional Information:

[Thank the employer for the opportunity and offer assistance during the transition period.]

### Sincerely,

[Your Full Name]  
[Your Position]