
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]