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Simple Two Week Notice Sample Resignation Letter

Use this simple two week notice sample resignation letter as a guideline for the formatting of your own letter. Don't forget to add the current date and sign the letter by hand before delivering it.

Your Name
Street address
City, State, Zip Code
Phone number
E-mail address

Date

Company Name
Employer's name
Position or title
Mailing address
City, State, Zip Code

Dear Mr. Marvin,

This is to formally announce my resignation. As per our company policy I am rendering a two-week notice, effective today. My last day of employment will be Friday, December 8.

I wish you and everyone at A Plus Micro good luck in the future.

Sincerely,

(Hand written signature)

I.M. Leaving