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More Detailed Two Week Notice Sample Resignation Letter

Use this more detailed 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,

Please be advised that I am resigning from my position at A Plus Micro, effective Friday, December 8. This letter is my official two week notice of my intention.

I have decided to resign as I have received an offer for a sales manager position with another company. I feel that this position will serve to improve the skills that I have learned and developed with A Plus Micro thanks to your guidance.

I learned a great deal during my time at A Plus Micro and I want to thank you for the wonderful opportunity you gave me.

Sincerely,

(Hand written signature)

I.M. Leaving