**2 Week Notice Letter Template Word**

**[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Today’s Date]**

**[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]**

**Dear [Recipient's Name],**

I am writing to formally announce my resignation from [Company Name], effective two weeks from today, [Last Working Day]. This decision was not easy and took a lot of consideration. However, after evaluating my career goals and personal needs, I have decided to pursue other opportunities that align more closely with my long-term objectives.

I want to express my deepest gratitude for the opportunities I've had to grow both professionally and personally during my time at [Company Name]. It has been a pleasure working with the team and contributing to the company's success.

During my remaining time, I am committed to ensuring a smooth transition. I am willing to assist in training my replacement and will ensure that all my tasks are up to date before my departure.

Thank you again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

**Sincerely,**

**[Your Name]**