
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]