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# Two Week Notice Letter

[Your Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Today's Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to inform you of my decision to resign from my position at [Company Name], with my last day being two weeks from today, [Last Working Day]. This decision comes after considerable thought about my career path and personal goals.

Working at [Company Name] has been an invaluable experience, and I am grateful for the knowledge and skills I have acquired here. I am particularly thankful for the support and guidance from you and my colleagues.

To ensure a smooth transition, I am ready to assist in any way necessary during the next two weeks, including training my successor or documenting my current projects.

Thank you for the opportunities for growth and development provided during my time with [Company Name]. I wish you and the company all the best.

Sincerely,

[Your Name]