

TWO WEEKS NOTICE RESIGNATION LETTER

Recipient Name: _____

Recipient Position / Title: _____

Company Name: _____

Company Address: _____

Employee Name: _____

Employee Position / Title: _____

Dear [Recipient Name],

I am writing to formally notify you of my resignation from my position as [Employee Position / Title] at [Company Name], effective two weeks from the date of this letter. Please accept this letter as my official two weeks notice, complying with company policy and standard professional practice.

This decision has not been made lightly. After careful consideration, I have decided to pursue other opportunities that align with my personal and professional goals. I appreciate the time I have spent working at [Company Name] and the opportunities for growth and development that have been provided to me.

During the next two weeks, I will do my utmost to ensure a smooth transition by completing outstanding projects and assisting in training my replacement or delegating my responsibilities as necessary. Please let me know how else I can help during this transition period.

Thank you for the support, guidance, and opportunities you have provided me during my tenure at [Company Name]. I wish the company continued success and growth in the future.

Sincerely,

Employee Signature

Date

Employer Acknowledgement:

I acknowledge receipt of this resignation letter and understand that [Employee Name]'s last day of employment will be two weeks from the date of this notice.

Employer Signature

Date

Legal Compliance and Acknowledgement:

This resignation letter complies with applicable United States labor laws and employment agreements. Nothing in this letter affects the rights or obligations under any existing employment contract or collective bargaining agreement. The employee acknowledges understanding that this resignation is voluntary and effective in two weeks from the date of this notice. This letter may be used as evidence of notice if any dispute arises. The parties agree to act in good faith to ensure a smooth and professional transition.

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