**TWO WEEKS NOTICE LETTER TEMPLATE**

Date:
Company name:

Dear Ms./Mr. **[insert name]**

This letter is to inform you that I am resigning from my position as **[insert** **position name]** at **[insert company name]**, effective two weeks from today **[insert date]**.

It has been an absolute pleasure working at **[insert company name]** and I am truly grateful for the opportunities you have afforded me. My last working day will be **[insert date]**.

I intend to continue working at the highest quality level until my final day of employment. If there is anything you would like me to do to facilitate a smooth transition during this time, please let me know.

Sincerely,

**[Your name]**