**OFFICIAL TWO WEEKS NOTICE**

Date:

**To:**   
**Address:**

**Address (1):**   
**Phone:**  
E-Mail:

Dear

This letter represents my official resignation from my title of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. I respectfully announce my **two (2) weeks’ notice** ending on the \_\_\_\_ day of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, 20\_\_\_.

It has been with great pleasure to be alongside the individuals I had the opportunity to work with and will always appreciate the experience and knowledge gained during my time here.

I hope two weeks is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

XYZ