To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(company)

Buckingham

Date

**Subject:** Two week notice letter

Respected Sir,

I am writing this letter to inform you about my resignation from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective two weeks from today, which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date). With this letter, I have intended to serve you a two weeks’ notice, prior to the effective date of my resignation, in reference to the company’s terms and conditions. It was a lifetime opportunity for me to work at a reputed company like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Through this letter, I would like to first of all thank you for giving me such a valuable opportunity to work at your company for more than 2 years. I thoroughly enjoyed contributing and honing my skills but I have some better opportunities waiting for me. It was indeed a great experience working with such professionals and competitive employees and I am really going to miss this place.

I request you to kindly confirm my resignation procedures and inform me if I can be of any help to you. I wish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ all the best for its future endeavors.

Thanking you.

Sincerely,

Derek Alex

Marketing Executive

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