**Two Weeks Notice Resignation Email Sample**

**Subject:**Resignation – Firstname Lastname

Dear Mr./Ms. Lastname,

Please accept this as my formal notice of resignation from XYZ Company. My last day will be September 14, 20XX, two weeks from today.

I appreciate your support during my tenure here, and I take with me the valuable experiences I have gained over the last six years. It has been a pleasure working with you and the team.

Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.

Best regards,

Firstname Lastname