

## 2 Weeks Notice Letter

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's name],

I am writing to you today to give my formal notice that I am resigning from my position of \_\_\_\_\_ at \_\_\_\_\_. I have accepted a new position with a new company in another industry. My last day of employment will be \_\_\_/\_\_\_/\_\_\_\_. This is a two week notice to prepare for the transition.

I very much appreciate all the opportunities that you have provided me over the years. It has been a pleasure working with you and your team. I am always available if you have any questions at the phone number listed above.

Best regards,  
[Your Signature]