

TWO WEEK NOTICE OF RESIGNATION

Employee Name: _____ Employee ID (if applicable): _____

Employer Name: _____ Company Address: _____

Notice Statement:

Please accept this letter as formal notice of my resignation from my position with the company. In accordance with professional standards and company policy, I hereby provide two weeks' notice of my intent to resign. My last day of employment will be two weeks from the date this notice is delivered.

Reason for Resignation (Optional):

I have decided to resign for personal/professional reasons and to pursue other opportunities. This decision was made after careful consideration.

Transition and Handover:

During my remaining time at the company, I am committed to ensuring a smooth transition and completing outstanding projects and responsibilities. I am willing to assist in training my replacement and providing any necessary documentation.

Acknowledgement:

I appreciate the opportunities for growth and development provided to me during my employment and wish the company continued success in the future.

Sincerely,

Employee Signature

Date

Printed Name

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