

# RESIGNATION LETTER – TWO WEEKS NOTICE

To: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Employee Information:

Full Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

## Notice Statement:

I hereby submit my formal resignation from my position at the company, providing two weeks' notice as required by company policy and/or applicable law. My last working day will be two weeks from the date of this notice. I am committed to ensuring a smooth transition of my responsibilities during this period.

## Transition Assistance:

I am willing to assist in training my replacement, documenting my current projects, and transferring knowledge to help maintain continuity. Please let me know how I can best support the team during this transition.

## Acknowledgement:

I acknowledge that I have returned all company property and will comply with all company policies and procedures during my remaining time of employment. I understand that any outstanding obligations related to confidentiality, non-disclosure, and post-employment restrictions remain in effect as per my employment agreement.

## Gratitude and Closing:

I appreciate the opportunities I have had during my employment and wish the company continued success. Please feel free to contact me if you require any further information or assistance.

## Signature:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EMPLOYEE SIGNATURE**

**EMPLOYER REPRESENTATIVE SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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