

TWO WEEKS NOTICE LETTER

From: _____

To: _____

Subject: _____

Dear Sir or Madam,

This letter serves as formal notice of my intention to terminate my employment with your company, effective two weeks from the date of receipt of this notice.

Employee Information:

Full Name: _____

Position/Title: _____

Department: _____

Employer Information:

Company Name: _____

Supervisor/Manager: _____

Notice Period

In accordance with company policy and applicable law, I hereby provide two weeks' notice of my resignation. This notice period will commence upon your receipt of this letter.

Final Work Date

My last day of employment will be exactly two weeks from the date you acknowledge this notice. I will ensure that all assigned tasks and responsibilities are completed to the best of my ability before my departure.

Transition Assistance

I am committed to assisting in the transition process and will cooperate in training a replacement or transferring my duties as required to ensure a smooth handover.

Return of Company Property

I will return all company property, including but not limited to keys, access cards, electronic devices, documents, and any other materials belonging to the company on or before my last working day.

Final Compensation

I understand that I will receive all earned wages, accrued but unused vacation or paid time off, and any other benefits due to me in accordance with company policy and applicable law.

Confidentiality and Non-Disclosure

I acknowledge my continuing obligations regarding confidentiality and non-disclosure of proprietary information, trade secrets, and any other sensitive data obtained during my employment, as governed by any agreements or contracts signed.

Acknowledgment

Please acknowledge receipt of this resignation notice by signing below and returning a copy to me for my records.

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Date: _____
Signature: _____

Date: _____
Signature: _____

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