

## Two weeks notice Resignation Letter Sample:

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date:

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing to announce my resignation from **Company Name**, effective two weeks from this date.

This was not an easy decision to make. The past **ten years** have been very rewarding. I've enjoyed working for you and managing a very successful team dedicated to a quality product delivered on time.

Thank you for the opportunities for growth that you have provided me.

I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

Your Signature

Your Typed Name