

TWO WEEKS NOTICE OF RESIGNATION LETTER

To: _____

From: _____

Subject: Notice of Resignation

Dear [Manager's Name or Supervisor],

I am writing to formally notify you of my resignation from my position at [Company Name], effective two weeks from the date of this letter. This notice period is provided in accordance with company policy and applicable United States employment laws.

I appreciate the opportunities for professional and personal development that I have been given during my tenure with the company. I have enjoyed working with you and the team, and I am grateful for the support and guidance provided.

During the next two weeks, I am committed to assisting with the transition of my responsibilities to ensure a smooth handover and minimal disruption. Please let me know how I can be of help during this period.

Please consider this letter as formal notice of my resignation in accordance with the terms outlined in my employment agreement and relevant laws governing employment and termination.

Thank you again for the opportunity to be part of [Company Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

Signature

Printed Name

Date

Employer Acknowledgment

I acknowledge receipt of this resignation letter and accept the resignation effective as of the indicated date.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

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