

**TWO WEEK NOTICE LETTER**

**Enter a date**

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| --- | --- | --- | --- |
|  | **From:** |  | **To:** |
|  | [Your name] |  | [Supervisor name] |
|  | [Your address] |  | [Supervisor title] |
|  | [Your phone number] |  | [Company name] |
|  | [Your email] |  | [Company address] |

**Dear Mr./Ms. [insert name]**

I am writing this letter to inform you of my resignation from the position of [insert position name]. My last day of employment will be Enter a date.

A job opportunity has been presented to me, one that I feel is much more suited to my skill set. I believe it would be in my best interest to pursue this opportunity and take on this new challenge. I appreciate the level of professionalism and consideration you have shown me throughout the years and I would like to thank you for the investment you’ve made in my professional career.

If there is any way I can assist in the effort of finding a fitting replacement, or if you have any questions, feel free to contact me.

|  |
| --- |
| Sincerely, |
| [Your name] |
|  |
| **Signature** |