

## 2 weeks notice template

Your Name

Subject (Resignation Letter)

Date

Recipient Name

Recipient Designation

Company Name

Company Address

Phone Number

Salutation ( Ms. Ferris)

Kindly accept my letter of resignation for the post of (Position) at (Company name). My last day is expected to be on (Leaving date, usually two weeks after the resignation is submitted)

I am truly very grateful for the opportunities you have provided me in this company. In this position, I have learned (Mention 1 or 2 valuable skills), and I am sure they will help me in my future endeavours.

I would also like to (offer thankful words). I have enjoyed a lot while working with the rest of the professional team.

Let me know how I can help in making the (provide a transition or replacement help for new hiring for your post). Thank you.

Best wishes,

Herman Adelphi