
2 Weeks Notice Period Resignation Letter

Emily Johnson

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October 8, 2024

Michael Brown

Director of Operations

Acme Corp.

123 Industrial Blvd.

Springfield, IL, 62701

Dear Mr. Brown,

I am writing to formally notify you of my resignation from my position as Operations Manager at Acme Corp., effective two weeks from today, October 22, 2024. This decision comes after careful consideration of my career goals and personal aspirations.

During the next two weeks, I am dedicated to completing my outstanding tasks and facilitating a smooth handover of my responsibilities. I am more than willing to assist in the training of my replacement and to provide support to ensure a seamless transition.

I want to express my gratitude for the opportunities for growth and professional development that I have experienced during my time at Acme Corp. I have greatly valued my time here and appreciate the knowledge and insights I have gained. It has been a pleasure working with such a dedicated team and under excellent leadership.

Please let me know if there is anything specific you would like me to prioritize during my remaining time here. I am committed to leaving my position in good standing and am hopeful that our paths may cross again in the future.

Thank you again for the opportunity to be a part of Acme Corp. I am looking forward to new challenges but will carry forward the experiences and friendships from my time here.

Sincerely,

Emily Johnson