

Two Weeks Notice Template

Date: _____
Subject: _____
From: _____
To: _____

This letter confirms my resignation as

_____.

My last date of employment will be _____, which is two weeks from now.

My experience with _____ has been very rewarding. I appreciate having the opportunity to work with this great team.

Please feel free to contact me if you have any questions regarding my past work.

Regards,
