ideas on what information to include in your letter, what to leave out and when and how to submit a letter formalizing your resignation from a job.

A. Two Weeks Notice Letter Of Resignation Sample

If you have decided to resign from your job, it is customary to provide your employer with two weeks notice. Whatever the reason for your leaving, two weeks gives an employer enough time to come up with plans to cover your absence, whether they need to fill the position immediately, or if they will reassign your tasks while interviewing candidates to replace you.

Company policies differ, and some employers will request that you leave immediately upon receiving your resignation.

Most, however, will appreciate the time to have you help with the transition. This can be beneficial to you as well, offering you the opportunity to leave the position with a good impression of your professionalism.

Use this resignation letter example when you are providing your employer with two weeks notice of your resignation. You don't need to include any more information than the fact you are leaving and when your last day of work will be.

If you wish, you can also include a thank you for the opportunity provided and the experience you gained while working with the company. As with all resignation letters, brevity is advantageous and it's best to avoid mentioning anything negative about your employer or co-workers. Maintain professionalism with everyone, always. You never know whose path may cross yours in the future.

Two Weeks Notice Resignation Letter Sample:

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing to announce my resignation from Company Name, effective two weeks from this date.

This was not an easy decision to make. The past ten years have been very rewarding. I've enjoyed working for you and managing a very successful team dedicated to a quality product delivered on time.
Thank you for the opportunities for growth that you have provided me.

I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

Your Signature
Your Typed Name