

Two Weeks Notice Writing Example

Date: March 1, 2024

Subject: Resignation Notice

Dear Mr. Hudson,

I am writing to formally announce my resignation from my position as Graphic Designer at Creative Designs Ltd., effective two weeks from today, March 15, 2024. This decision comes after much consideration and is based on personal reasons that require my attention.

I would like to express my sincere gratitude for the opportunities for professional and personal development that you have provided me during the last three years. I have enjoyed working for the company and appreciate the support provided me during my tenure with the company.

Please let me know how I can assist during this transition and make it as smooth as possible. I am willing to help train my replacement or pass on my responsibilities appropriately.

Thank you again for the opportunity to work at Creative Designs Ltd. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]