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# 2 Week Notice Resignation Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am resigning from my role as [Your Position], effective two weeks from today, on [End Date, e.g., September 14, 2023].

I deeply value the time I've spent at [Company Name] and am grateful for the knowledge and friendships acquired. I am dedicated to ensuring my duties are handed over seamlessly within the notice period.

Thank you for everything.

Warm wishes,

[Your Name]