
Two Week Notice Email Resignation Letter Example

Subject: Resignation Notice - [Your Full Name]

Dear [Supervisor's Name],

I am writing to provide my two-week notice of resignation from my position as [Your Position] at [Company Name], effective [Resignation Date, two weeks from the date of this email]. This decision was made after careful consideration, and I am grateful for the experiences and growth I've gained during my time here.

I want to express my sincere appreciation for the opportunities to collaborate with talented colleagues and contribute to impactful projects. The support and camaraderie I've experienced have been invaluable, and I am proud of the work we've accomplished together.

In the upcoming weeks, I am committed to ensuring a smooth transition. I will work closely with my colleagues to transfer knowledge, complete pending tasks, and provide any assistance needed to maintain continuity.

I want to thank you and the entire team for your understanding during this transition period. I am excited for new challenges ahead while cherishing the memories and experiences from my time at [Company Name].

Thank you for your support.

Warm regards,

[Your Full Name]

[Your Contact Information]

