**OFFICIAL TWO WEEKS NOTICE**

**From:** **[NAME OF SENDER]**  
**Address:** **[SENDER ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**  
**Address:** **[RECIPIENT ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Dear **[NAME OF RECIPIENT],**

This letter represents my official resignation from my title of **[NAME OF TITLE]** with **[NAME OF ORGANIZATION]**. I respectfully announce my **two (2) weeks’ notice** ending on the [DAY] day of **[MONTH]**, [YEAR].

It has been with great pleasure to be alongside the individuals I had the opportunity to work with and will always appreciate the experience and knowledge gained during my time here.

I hope two weeks is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)