

Date

Name

Company

Address

City, State Zip

Dear Name,

Let this letter serve as my two-week notice of resignation of employment with Company. My last day of work with Company will be Date. I will give 100% to ensure a smooth transition of my responsibilities as directed.

Having contributed nearly # years/months of dedicated service, I sincerely appreciate the many opportunities afforded me. I did not make this decision lightly or without very careful and prudent consideration. With that, my decision is irreversible. I sincerely believe that this move is in the best interest of my career, me personally and my family. I know that you will respect my decision.

I wish all the best for Company in the future and again, I will do everything in my power to ensure a smooth transition.

Sincerely,

Your Name