

Two Week Resignation Letter

Fresher

Your Name

Address

Date

To:

The Official's Name

Organization

Address

Subject: Letter of Thanks & Two Week Notice

Dear Ms. / Mr. ....

This is to express sincere gratitude for helping me launch career in the ..... industry by providing me a job as ..... despite being a fresher.

To further my career, I will be joining another company shortly.

Kindly therefore consider this letter as two-week notice period, starting from ..... to ..... and resignation from my post.

Please advise me on handing over charge of my duties.

I will be grateful if you can process my exit formalities by issuing a letter accepting my resignation, certificate of employment and settlement of dues at the earliest.

Once again, I'm extremely grateful to you personally and all seniors as well as the entire organization for helping me launch a wonderful career and gaining experience that would prove vital in my success.

Thanks & Regards

Yours Truly

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