

Two Week Resignation Letter

(New Job)

Your Name

Address

Date

To:

The Official's Name

Organization

Address

Subject: Moving to Another Job in Two Weeks

Dear Ms. / Mr. ....

As the subject of this letter clearly says, I will be moving to another job in two weeks. Kindly therefore, consider this letter as two-week notice and resignation from my current designation as .....at .....

It has been a pleasure serving this company .....and I take along with me, very fond memories of working here.

This company has helped me achieve several of my career and personal goals and objectives. To further progress my career and life advancement, I'm taking a new job.

Please inform whom I should hand over my charge to ensure smooth workflow after the notice period expires.

Finally, I request you to settle my dues and issue a certificate of employment for my records and references, in line with company policies.

Thanks for your cooperation and time

Yours Truly

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