

Two Week Resignation Letter

General

Your Name

Address

Date

To:

The Official's Name

Organization

Address

Subject: Two Week Notice & Resignation Letter

Dear Ms. / Mr.

I'm submitting my notice and resignation from the post of at

As mentioned on my appointment letter, I'm serving a two-week notice starting from and ending on....., inclusive of both days.

In this regard, I request you to prepare for my departure from services by designating a colleague to hand over my charge.

I would be greatly obliged if you process my dues, experience certificate and any other exit formalities on or before the 14-day period ends.

It's been a pleasure working with all of you and I thank for providing me this opportunity.

Thanks & Regards

Yours Sincerely
