

Two Week Resignation Letter  
Termination / Disagreement

Your Name

Address

Date

To:

The Official's Name

Organization

Address

Subject: Resignation letter & 14-day notice

Dear Ms. / Mr. ....

This is further to our discussions on .....

In this context, I'm submitting my resignation letter from my post as ..... at .....

My last working day with this organization will be.....

As required, please consider the period from..... To..... as my notice period, as required under company laws.

Please process my dues, exit formalities and issue me the letter of experience. Also please issue a letter stating that I've handed over my duties with effect from.....

Thanks for your cooperation and time.

Sincerely Yours

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