**Example of a two weeks notice template**

Date:

Subject: Resignation and 2 week notice

From:

To:

This letter confirms my resignation as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have accepted an offer from another company. My last date of employment will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is two weeks from now.

My experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been very rewarding. I appreciate having the opportunity to work with this great team.

Please feel free to contact me if you have any questions regarding my past work.

Regards,

Bob Carter