**2 Weeks Notice Letter**

[Your Name]

[Address]

[City, State, Zip]

[Date of letter]

[Recipient’s Name]

[Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [Recipient’s name],

I am writing to you today to give my formal notice that I am resigning from my position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have accepted a new position with a new company in another industry. My last day of employment will be \_\_\_/\_\_\_/\_\_\_\_\_. This is a two week notice to prepare for the transition.

I very much appreciate all the opportunities that you have provided me over the years. It has been a pleasure working with you and your team. I am always available if you have any questions at the phone number listed above.

Best regards,

[Your Signature]