

Download Sample Letter Giving 2 Weeks Notice

A simple two weeks notice letter saves a lot of headaches. Use this sample two weeks notice resignation letter to keep from burning bridges. Learn how to write a ...Download and easily customize our free two weeks notice letter & resignation letter: simple, formal, professional, & email. Get started now!
[Address] Dear [Superior's name], As required by my contract of employment, I hereby give you [notice period] weeks notice of my intention to leave my position as ...Dear [In-Charge Name] Further to our recent meeting, I write to confirm both my resignation and our agreement about the proposed extension of my notice period.