

TWO-WEEK NOTICE RESIGNATION LETTER SAMPLE

Freza Denial
Blue Water Guest House
Texas, USA-800466
swpani@gmail.com

Date: 8th Nov 1997

CPC Co. Inc Ltd
Green Market Street
California,USA-30089

Dear (Name of the HR manager or supervisor to whom you are addressing this letter),

I have written this letter to convey my decision to resign from the (Designation) at (Name of the organization). I shall serve the two-week notice period with effect from today.(If the rule of the company is to help a more extended notice period then mention the reason that forces you to serve only two-week notice period).

It was wonderful working in this company, and I appreciate the guidance and opportunities you bestowed upon me throughout my tenure.

Also, let me know about the exit formalities that I have to go through before my relieving date.

Regards,

Kisu Kitchen
5- D, 45/3- Dellas
USA -5000345

