**Two Weeks Notice Resignation Letter**

Mr. Joao Felix

Manager HR

\_\_\_\_\_\_\_\_\_\_\_\_\_ Associates

89 TNT Lane

Miami, FL 89544

Dear Mr. Felix,

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name]. My last working day will be two weeks from today, on [Last Working Date].

I want to take this opportunity to express my sincere gratitude to you and my wonderful colleagues for making my time at [Company Name] both memorable and highly enriching. The collaborative spirit and expertise I have gained here have been invaluable, and I am deeply appreciative of the experiences and knowledge I've acquired through our teamwork.

I have confidence that the two-week notice period I have provided will allow for a smooth transition and give ample time to find a suitable replacement. I am more than willing to assist in training and onboarding my successor during this time. Rest assured, I will diligently complete all my ongoing assignments and ensure that all loose ends are tied up before my departure. If there are any specific ways I can contribute to making this transition as seamless as possible, please do not hesitate to let me know.

I wish you and the entire team at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Associates continued success and prosperity in the future.

Thank you once again for the opportunities and support during my tenure here.

Sincerely,

Noah Guilford

[Your Address]

[Your City, State, ZIP Code]

[Your Email Address]