

TWO WEEKS NOTICE OF RESIGNATION

Employer Information:

Company Name: _____

Supervisor/Manager: _____

Company Address: _____

Employee Information:

Full Name: _____

Position/Title: _____

Employee Address: _____

Dear [Supervisor/Manager Name],

Please accept this letter as formal notice of my resignation from my position as [Your Position] with [Company Name]. In accordance with my employment agreement and applicable Ontario employment standards legislation, I am providing two weeks' notice of my intention to resign.

My last day of work will be two weeks from the date this notice is delivered. I intend to continue fulfilling my duties and responsibilities during this notice period to ensure a smooth transition of my tasks and to assist in training my replacement if required.

I want to express my gratitude for the opportunities and experiences I have had while working with [Company Name]. I appreciate the support and guidance provided to me throughout my employment.

Please let me know how I can assist during this transition period. I am committed to ensuring a professional and efficient handover of my responsibilities.

Legal and Compliance:

This notice is provided in compliance with the Employment Standards Act, 2000 (Ontario), and applicable federal and provincial legislation. Nothing in this letter waives any rights or obligations under employment agreements or statutory provisions.

Confidentiality and Non-Disparagement:

I acknowledge my continuing obligations regarding confidentiality and agree not to make any disparaging remarks about [Company Name], its employees, or its business practices.

Return of Company Property:

I commit to returning all company property, including keys, documents, electronic devices, and any other materials belonging to [Company Name], on or before my last working day.

Final Pay and Benefits:

I understand that I will receive all earned wages, vacation pay, and any other owed compensation in accordance with Ontario employment standards and company policies, payable on my final pay date.

Thank you again for the opportunity to work with [Company Name]. I wish the company continued success in the future.

Sincerely,

Employee Signature

Print Name: _____

Date: _____

Employer Acknowledgment (Optional):

Received by: _____

Title: _____

Date: _____

EMPLOYEE SIGNATURE

EMPLOYER SIGNATURE

Signature: _____

Signature: _____

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