

RESIGNATION LETTER – TWO WEEKS NOTICE

To: _____

Company Name: _____

Employer Name / Title: _____

From: _____

Employee Name: _____

Employee Position: _____

Dear Sir/Madam,

Please accept this letter as formal notice of my resignation from my position with the company. In accordance with Canadian employment law and my contract, I am providing two weeks' notice of my intent to resign. My last working day will be _____.

I am committed to ensuring a smooth and seamless transition during this period, including assisting in training my replacement or transferring my responsibilities as needed.

I would like to express my sincere gratitude for the opportunities I have had while working here. I appreciate the support and professional growth I have experienced during my tenure.

Please let me know if there is any additional information or assistance required during my notice period.

Sincerely,

Employee Signature:

Date:

Printed Name:

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