

TWO WEEK RESIGNATION LETTER

Employee Name: _____

Employee Address: _____

Employer Name: _____

Employer Address: _____

Dear Sir/Madam,

I am writing to formally notify you of my resignation from my position with the company. This letter serves as my two week notice period, as required by my employment contract and pursuant to applicable laws in Canada.

My last working day will be exactly two weeks from the date on which I deliver this notice, allowing sufficient time to ensure a smooth transition of my duties and responsibilities.

I am committed to assisting in the transfer of my responsibilities and will work diligently during this period to complete any outstanding tasks and facilitate handover processes.

I would like to express my sincere gratitude for the opportunities for growth and development that I have been given during my tenure with the company.

Please let me know if there are any specific procedures I should follow during the notice period or if there is any additional information you require.

Thank you for your understanding and support. I wish the company continued success in all its future endeavors.

Sincerely,

Employee Signature:

Date:

Signature: _____

Witness (if required):

Name: _____

Signature: _____

Date: _____

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