

# How to write a resignation letter with two weeks' notice

Resigning can be stressful — after all, you want to leave your employer on a positive note. One thing you can do to minimise the impact on your work mates is submit your letter of resignation with at least 2 weeks' notice.

Two weeks' notice gives your employer some time to plan around your departure and find your replacement. It helps ensure your responsibilities can be taken care of as soon as you're gone, without leaving your coworkers overloaded.

Even if you're a casual worker, writing a resignation letter with two weeks' notice is good etiquette. With these tips, you'll be able to write a professional two weeks' notice letter that keeps you on good terms with your manager and work mates.

## What is a two weeks' notice letter?

A two weeks' notice letter is a resignation letter that lets your employer know you plan to leave your job in two weeks. It's the standard type of resignation letter for most workplaces – a formal document [confirming your resignation](#) from a company, and your intended last date of work. The two-week notice period will often begin from the date you submit the letter, unless otherwise specified.

Like any resignation letter, it should be kept brief – you only need a few sentences to include all the necessary details. You should hand in your official resignation letter after having a face-to-face (or online) meeting with your manager, letting them know your intent to leave.

## When to give two weeks' notice

When giving your notice of resignation, you should check your employment contract for

any policies regarding the notice period. Two weeks' notice is common for many workplaces, but this could vary depending on your length of employment, your [type of employment](#) and your seniority.

There are many reasons why you should give at least two weeks' notice, including:

- It shows respect for the company and your colleagues
- You give your employer time to hire a replacement or reassign your tasks to other employees
- It helps with a smooth transition
- You can maintain good relationships with former bosses and employees

It's always a good idea not to [burn bridges](#). You never know when you'll see or work with your former colleagues again. Plus, ending your employment period in a positive and professional way is essential if you intend to ask for a [professional reference](#). Ensuring you give appropriate notice and formalising your resignation with two weeks' notice will help.

## **Tips for writing your resignation letter notice**

If you're daunted by the idea of writing a resignation letter notice, the following tips should help get you started. When you're writing your two weeks' notice letter, remember to:

- date your resignation letter, including the date you're submitting your letter and the date of your last day at work. This will be your two-week notice period.
- include the recipient's name and position.
- include your full name and position title.
- in the opening sentence of your letter state that you are intending to resign, then include the date of your intended day at work.
- [express gratitude](#) for the opportunity to work with the company, and the experience you've gained.
- be positive and professional.
- keep the letter brief.

Whether you're leaving on good terms or not-so-good terms, your two weeks' notice should be as polite and professional as possible. If you're finding it difficult to be positive, just stick to the basics, stating your intention to leave and the relevant dates.

## Example of a two weeks' notice letter

When writing your two weeks' notice letter, it's best to keep it simple. You don't need to include any information about why you're resigning or where you'll be going — unless you want to. It's perfectly okay to keep your formal two weeks' notice letter short and sweet.

For example, you could say:

*Dear Pavel,*

*Please accept this letter as my resignation from my position as Retail Manager at Smith's Store, effective 2 weeks from today. My last working day will be Friday, 11 January 2024.*

*In my final weeks, I am available to assist in any way I can with the transition. Please do not hesitate to let me know how I can help.*

*Kindest regards,*

*Jane Herrera*

If you have developed a good working relationship with your manager and the company, you may want to express your gratitude a little more. For example:

*Dear Pavel,*

*I'm writing this letter to officially announce my resignation from my role of Retail Manager at Smith's Store, effective in 2 weeks' time from today. My final day in this position will be Friday, 11 January 2024.*

*I would like to thank you for the opportunity to work with you and the team in my three years here. It has been a pleasure learning from you and growing with the company, and I would love to keep in touch in the future.*

*If I can be of any help during this transition, please do not hesitate to let me know. I wish you every success in the future.*

*Sincerely,*

Jane Herrera

## Two weeks' notice template

With those examples in mind, here's a template to get you started.

*[Today's date]*

*[Recipient full name]*

*[Recipient job title]*

*[Company name]*

*Dear [manager's name],*

*Please accept this letter as my formal resignation from my position as [position name] at [company name], effective two weeks from today. My final day of employment will be [date at least two weeks in the future].*

*I would like to express my appreciation for my time with [company name]. Thank you for your guidance and support – I wish you and the team all the best for the future.*

*Please let me know how I can be of assistance in this transition.*

*Sincerely,*

*[Your name]*

## Two weeks' notice best practices

There are some things to remember when you're preparing to hand in your two weeks' notice letter. Here's the quick rundown:

- Before you print or email your letter, be sure to give your notice a thorough proofread.
- Take careful note of the dates in your letter, double-check that your final day is at least two weeks from your resignation letter date.
- Ensure you have spelled all names correctly to be respectful and professional.
- Deliver your notice in person, if possible. Arrange a time to [speak with your manager](#)

when they will not be distracted. You can then hand over your resignation letter at the end of your meeting or email it to them as soon as possible afterwards.

- Arrange a video call with your manager if you work remotely, to let them know face to face that you'll be leaving.

Now that you have the information you need and even a sample resignation letter for 2 weeks' notice, you can start writing your own. Remember: your resignation letter doesn't need to be long or complex. In fact, it's better to keep it short and straightforward. And whatever your reason for moving on, keep your letter polite and professional, so you can leave on a positive note.

## **FAQs**

### **Can I give less than two weeks' notice when resigning?**

Two weeks' notice is typically the notice period when leaving a job. However, how much notice you are required to give when resigning depends on your award and employment agreement. For example, you may only need to provide a 'reasonable' notice period if you're not covered by a modern award or agreement, or you may be required to give up to four (or more) weeks' notice. Senior staff are sometimes required to give 90 days' notice. It's best to consult your employment contract for information specific to your job.

### **Does a two week notice have to be in writing?**

It is recommended you put a two week notice in writing to formalise your resignation. Documentation helps your employer keep a paper trail that they can keep on record – and may help you if there are any issues in the future about the details of your resignation.

### **How do you write a two week notice for a job you hate?**

To write a two week notice for a job you hate, it's best to keep your resignation short and to the point. State that you intend to resign in two weeks and provide the date of your final day, your official title, your full name and signature, and that day's date.

## **Should I include a reason for my departure in my resignation letter with two weeks' notice?**

Your resignation letter doesn't need to include a reason for your departure. If you want to include a reason, keep it short and to the point, without specific details. Your current employer does not need to know specific information about why you're leaving – that's something you can discuss in person if you wish.

## **How should I close my resignation letter with two weeks' notice?**

To close a resignation letter with a two weeks' notice, wish your employer the best and use a professional sign off, such as *All the best* or *Sincerely*. You should also include your full name, your signature and the date.