

TWO WEEKS' NOTICE LETTER

1. 1. Header and Date

[YOUR FULL NAME]. [YOUR STREET ADDRESS]. [CITY, STATE, ZIP]. [YOUR PHONE NUMBER].
[YOUR PERSONAL EMAIL ADDRESS]. Date: [DATE OF LETTER]. This date starts the two-week clock.
Count fourteen calendar days forward from it and use that exact date in Section 4 rather than writing "two weeks from today," since payroll, benefits, and scheduling will all be set from the specific date you name here.

2. 2. Recipient

[MANAGER FULL NAME]. [MANAGER TITLE]. [COMPANY NAME]. [COMPANY STREET ADDRESS].
[CITY, STATE, ZIP]. Dear [MR./MS./MX. LAST NAME], Copy: [HR CONTACT NAME], [HR TITLE], [HR EMAIL]. Sending a copy to human resources at the same time as the manager ensures the notice date is recorded by the team that actually processes separations, rather than depending on your manager forwarding it.

3. 3. Notice of Resignation

Please accept this letter as formal notice of my resignation from my position as [YOUR JOB TITLE] with [COMPANY NAME], effective two weeks from the date of this letter. I have accepted a new opportunity and, after careful thought, concluded that this is the right time for me to move on. I wanted to put this in writing promptly so that you have the full notice period to plan around my departure.

4. 4. Two-Week Notice Period and Final Day

My final day of work will be [FINAL DAY, EXACT CALENDAR DATE], which is fourteen calendar days from the date of this letter. I plan to work my regular schedule through that date and do not intend to take paid time off during the notice period, other than [ANY PLANNED TIME OFF OR "none"]. If you would prefer that I finish on a different date to fit the team's needs, I am happy to discuss it. Please confirm in writing whether my final day will be as stated above or adjusted, so that final pay and benefits can be calculated correctly.

5. 5. Transition Plan for the Notice Period

Here is what I intend to complete before [FINAL DAY]. Week one: [WEEK ONE PRIORITIES, e.g., close out open tickets, finish the (PROJECT NAME) deliverable, write process documentation for (SYSTEM OR TASK)]. Week two: [WEEK TWO PRIORITIES, e.g., hand over client relationships to (COLLEAGUE NAME), transfer file and account ownership, hold two handover sessions with the team]. I will also prepare a written summary of open items, deadlines, and key contacts, and leave it in [LOCATION, e.g., the shared team drive folder]. Please tell me if you would like these priorities reordered, since two weeks does not stretch and I would rather finish the items you value most.

6. 6. Client, Team, and Communication Handover

I currently own the following relationships and recurring responsibilities: [LIST OF ACCOUNTS, CLIENTS, VENDORS, OR RECURRING DUTIES]. Unless you prefer a different approach, I will introduce [SUCCESSOR OR INTERIM CONTACT NAME] by email to each external contact and confirm who they should reach going forward. I will not contact any client or colleague about my new role during the notice period, and I will follow your guidance on when and how my departure is communicated internally and externally. Please let me know your preferred announcement timing so we are consistent.

7. 7. Final Pay, Benefits, and Property Return

Please confirm in writing my final pay date, the treatment of any accrued and unused paid time off, the last day of my health coverage, and how I will receive continuation coverage information. I would also appreciate confirmation of what happens to [ANY OTHER ITEMS, e.g., my 401(k) balance, unvested equity, my final expense reimbursement]. Before [FINAL DAY] I will return all company property, including [LIST OF PROPERTY, e.g., laptop, monitor, phone, badge, keys, corporate card, parking pass], and I will ask for a written receipt confirming the return.

8. 8. Thank You

I want to say clearly that I have valued my time at [COMPANY NAME]. The [NUMBER] years I spent here, and particularly the work on [SPECIFIC PROJECT OR ACHIEVEMENT], gave me experience I will carry into everything that comes next. Thank you for your support, for the trust you placed in me on [SPECIFIC RESPONSIBILITY], and for the chance to work with a team I respect. I hope we stay in touch.

9. 9. Closing and Signature

Thank you for your understanding, and please let me know how I can make these two weeks most useful to you. Sincerely, _____. [YOUR FULL NAME]. [YOUR JOB TITLE]. [EMPLOYEE ID, IF APPLICABLE]. Date signed: [DATE]. Acknowledged by [MANAGER OR HR NAME] on [DATE]: _____. Retain a copy of this letter and of any written acknowledgment, since these two documents together prove exactly when notice was given and what final day was agreed.

10. Disclaimer

This template is provided for general informational purposes only and is not legal advice. Two weeks is a professional convention, not a universal legal requirement, and your actual obligation depends on your employment agreement, handbook, and state law. Employers in at-will states may generally end employment before your stated final day, and rules on final pay timing, accrued vacation payout, bonus clawbacks, and unemployment eligibility differ by state. Review your own agreements and consult a licensed attorney if a meaningful amount of money or a restrictive covenant is involved. Use of this template does not create an attorney-client relationship with ScanContract.