

TWO WEEK RESIGNATION LETTER

Employee Name: _____

Position: _____

Employer Information:

Company Name: _____

Company Address: _____

Supervisor Name: _____

Dear Sir/Madam,

I am writing to formally resign from my position at the company, providing two weeks' notice as required under Canadian employment standards. My last working day will be exactly two weeks from the date of this letter.

This decision has been made after careful consideration. I appreciate the opportunities I have been given during my tenure and the professional guidance I have received.

I am committed to ensuring a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this period to facilitate training or handover.

Thank you for the support and opportunities provided during my employment. I wish the company continued success.

Acknowledgment of Resignation:

I acknowledge receipt of this resignation letter and accept the employee's resignation effective two weeks from today.

EMPLOYEE'S SIGNATURE

EMPLOYER'S SIGNATURE

Signature: _____

Signature: _____

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