

TWO WEEKS NOTICE OF RESIGNATION

Employee Name: _____
Employee Address: _____
Employer Name: _____
Employer Address: _____

Dear Employer, I am writing to formally notify you of my resignation from my position, effective two weeks from the date of this letter as per Canadian employment standards. This notice provides you with sufficient time to find a suitable replacement and for me to complete or transfer my current responsibilities.

I would like to express my sincere gratitude for the opportunities I have had during my employment. I have appreciated the chance to work with the team and develop professionally.

During the following two weeks, I am committed to assisting in the transition process, including training a replacement and ensuring that all my duties are up to date.

I confirm that my resignation complies with all applicable federal and provincial employment laws in Canada, including but not limited to the Canada Labour Code and relevant provincial employment standards acts.

Please consider this letter as my official two weeks notice. I would appreciate written acknowledgment of this resignation and my last day of employment.

I acknowledge my continuing obligations regarding confidentiality, non-disclosure, and return of all company property, documents, and assets prior to my departure.

Thank you again for the opportunity to be part of your organization. I wish the company continued success.

Sincerely,

Employee Signature

Date: _____

Received By (Employer or HR)	Date Received
Signature: _____	Date: _____

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