# Polite resignation email template

**Subject:** *Two Weeks’ Notice -* ***[Your name]***

Dear **[Name of recipient]**,

I am writing to inform you that I am resigning from my position as **[position]** effective on **[day of the week]**, **[month, day, year],** two weeks from today.

I have enjoyed my time here at **[Company name]**, but I have decided to pursue other opportunities.

I am grateful for the opportunity I was given, and I am proud of the work I have accomplished during my time here. I am thankful for the excellent training and support I have received, and I am confident that I will be able to apply the skills I have learned in my next role.

I will provide assistance during the transition period and work with the team to ensure a smooth handover. I am also available to answer any questions you may have.

I wish you and the company continued success.

PS: Find the full resignation letter also attached as a PDF file below.

Sincerely,

**[Your name]**