

Two-Week Notice & Resignation Toolkit

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Leave your job professionally and confidently. Step-by-step guidance, templates, and checklists to make your transition smooth.

Step-by-Step Guide to Giving Notice

- Choose your timing wisely. Give notice after you have accepted your next offer in writing.
- Plan what you will say. Keep it short, polite, and positive.
- Deliver your notice in person or by video call if possible. Follow up with a written letter or email.
- Avoid negativity. Focus on gratitude and what you have learned.
- Offer to assist in the transition or train a replacement.
- Protect your references. Leave on good terms and thank your manager for the opportunity.

Remember: Leaving well sets the tone for your professional reputation.

Two-Week Notice Letter Example

Your Name
Your Address
City, State ZIP
Email | Phone

[Date]

[Manager's Name]
[Company Name]
[Company Address]
City, State ZIP

Dear [Manager's Name],

Please accept this letter as my formal resignation from [Company Name], effective two weeks from today, [Last Working Date].

I'm grateful for the opportunity to work with the team and appreciate the experiences and growth gained during my time here. I will ensure a smooth transition by completing current projects and assisting with handoffs before my departure.

Thank you again for the opportunity. I wish [Company Name] continued success.

Sincerely,
[Your Name]

Resignation Letter Example (Short Notice or Personal Reason)

Your Name
Your Address
City, State ZIP
Email | Phone

[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

This letter serves as formal notice of my resignation from [Company Name], effective [Last Working Date].

Due to personal reasons, I am unable to provide a full two-week notice. I will do my best to complete open tasks and assist in a smooth transition during my remaining time.

I am grateful for the opportunity to contribute to the company and appreciate your understanding.

Sincerely,
[Your Name]

Printable Resignation & Transition Worksheet

Use this worksheet to plan your final two weeks, document what needs to be completed, and ensure a clean handoff.

| | |
|--------------------------------|--|
| Your Current Job Title: | |
| Manager / HR Contact: | |
| Notice Given On: | |
| Last Working Day: | |
| Projects to Complete: | |
| Files or Accounts to Transfer: | |
| Team Members to Inform: | |
| Benefits / Final Pay Details: | |
| Next Steps or To-Dos: | |

Transition Tips & Next Steps

- Keep communication open. Thank your manager and team personally.
- Gather positive references before your final day.
- Take care of your final paycheck and benefits paperwork.
- Reflect on what you learned and write down key takeaways.
- Celebrate your progress — you are moving forward to something better.

Next steps on YesFreeMoney.com:

- Explore 200+ legit remote jobs in the Free Work-at-Home Jobs Database.
- Create or update your resume in the Free Resume Builder.
- Read Starting a New Job Tips: The Make a Change Series.

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