

[EMPLOYEE NAME] [EMPLOYEE ADDRESS]

[RECIPIENT NAME] [RECIPIENT TITLE] [EMPLOYER] [EMPLOYER ADDRESS]

Dear [RECIPIENT NAME],

I am writing to formally notify you of my resignation from my position as **[JOB TITLE]** with [EMPLOYER], effective ****. This letter provides two weeks' notice in accordance with professional courtesy and the customary two-week notice period.

I am grateful for the opportunities for professional growth and the support I have received during my time at [EMPLOYER]. I have greatly valued the experiences and relationships built during my tenure, and I leave with appreciation for all that I have gained.

During the remaining time before my departure, I will do everything I reasonably can to ensure a smooth transition of my responsibilities. I am happy to assist in training a replacement, documenting procedures, and completing outstanding projects to the extent possible before my last day.

I will return all [EMPLOYER] property in my possession — including keys, access badges, laptop and electronic devices, and any confidential materials — on or before my last day of employment.

After my departure, I can be reached at for any transition questions, reference inquiries, or year-end tax document delivery.

Important compliance notices

COBRA (29 U.S.C. §1161 et seq.). This voluntary resignation is a qualifying event for COBRA health-insurance continuation coverage. [EMPLOYER] (or its plan administrator) must provide a COBRA election notice within 44 days of the qualifying event. Premiums for self-paid continuation coverage are typically 102% of the full group rate.

Important: No waiver of claims. This letter is a resignation only. It is not a separation agreement, release, or waiver of any wages, benefits, claims, or rights under federal, state, or local law. Nothing in this letter modifies any existing obligation of either party under any employment agreement, equity plan, benefit plan, or applicable statute.

Sincerely,

Employee

PRINTED NAME

SIGNATURE

DATE

[EMPLOYEE NAME] [JOB TITLE]