



## Two Weeks Notice Letter

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Dear \_\_\_\_\_,

I would like to notify you that I decided to file this letter as my resignation from my current position as \_\_\_\_\_ in \_\_\_\_\_.

The last day of my work here will be on \_\_\_\_\_.

Thank you so much for the opportunity to work in this position for the past \_\_\_\_\_. I greatly appreciate the growth and development opportunities \_\_\_\_\_ provided.

Kindly let me know if you need any help with the transitioning of my replacement. I am willing to train my replacement during my remaining days here in the firm.

All the best,

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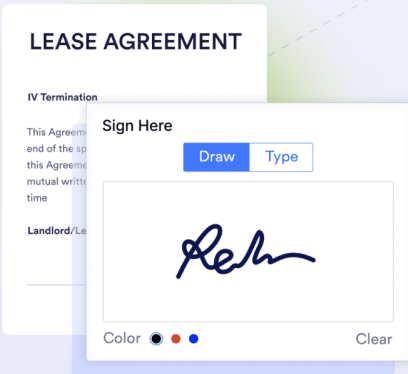
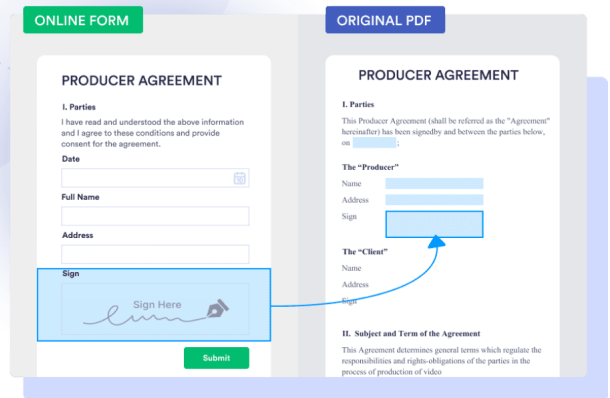
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