

JOB RESIGNATION LETTER

Employee Name: _____ Employee ID (if applicable): _____

Job Title: _____

Department: _____

Manager / Supervisor Name: _____

Company Name: _____

Company Address: _____

Dear Sir/Madam,

I hereby formally resign from my position as indicated above with the Company, giving notice in accordance with my contractual obligations and the applicable employment laws of the United Kingdom.

This decision is made after careful consideration and is final. I intend to fulfil all my duties and responsibilities during the notice period as required.

Please consider this letter as my official notice of resignation. I understand that my final date of employment will be determined in accordance with the notice period stipulated in my contract or by law.

I request that you provide me with written confirmation of the receipt of this resignation letter and details regarding the next steps, including the handover process and any outstanding matters.

I would like to express my gratitude for the opportunities and experiences provided during my employment, and I wish the Company continued success.

Please advise on the arrangements for the return of any Company property, the final salary payment, and any statutory entitlements including accrued holiday pay.

I confirm that I will comply with all confidentiality and post-employment obligations as set out in my contract of employment.

Should there be any need for further discussion or clarification, I remain available to assist in ensuring a smooth transition.

Thank you for your attention to this matter.

Yours faithfully,

Signature: _____

Print Name: _____

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