

RESIGNATION LETTER

To: _____

Company Name: _____

Human Resources Department

Subject: Resignation from my position

Dear Sir/Madam,

I hereby formally resign from my position at the company, effective immediately upon receipt of this letter, or as otherwise mutually agreed. This resignation is made in accordance with the terms of my employment contract and the applicable UK employment laws and regulations. I confirm that I will fulfil any outstanding responsibilities and assist in the handover process to ensure a smooth transition.

Notice Period and Final Working Day

I understand my contractual notice period and agree to comply with it fully, unless otherwise agreed in writing. My final working day will be communicated and confirmed in consultation with the company.

Return of Company Property

I undertake to return all company property, including but not limited to equipment, documents, access cards, and confidential information, prior to or on my last working day.

Confidentiality and Post-Employment Obligations

I acknowledge my continuing obligations under any confidentiality, non-disclosure, and restrictive covenants agreements that remain in effect after termination of my employment.

Acknowledgment and Cooperation

I wish to express my gratitude for the opportunities provided and am willing to assist in any reasonable manner to facilitate a smooth handover.

Please confirm receipt of this resignation letter and the arrangements regarding my departure.

Yours faithfully,

Employee Name: _____

Position: _____

Employee Signature: _____

Employee Signature

Employer Representative Signature

Signature: _____

Signature: _____

Original source of this document:

<https://docstemplates-uk.com/resignation-letter-email/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.