

SHORT RESIGNATION LETTER

Recipient Name: _____
Recipient Position: _____
Company Name: _____

Dear Sir/Madam,

I am writing to formally resign from my position at the company. This letter serves as my official notice of resignation. I intend to adhere to the applicable notice period as stipulated in my contract or the relevant employment legislation. Please consider this letter as my formal resignation notification.

I appreciate the opportunities for professional and personal development that I have received during my tenure. I wish the company continued success in all its future endeavors.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities.

Yours faithfully,

Signature

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

Acknowledgment by Employer:

Received by (Name): _____
Position: _____
Signature: _____

Date of Receipt: _____

Legal Notes under UK Employment Law:

- The resignation notice period must comply with either the employment contract or the statutory minimum notice, whichever is greater.
- This resignation letter constitutes a legally binding notice upon delivery to the employer.
- Employees should retain a copy of this letter for their records.
- Employers are obliged to acknowledge receipt of the resignation.
- Termination of employment will be effective at the end of the notice period unless mutually agreed otherwise.

- This letter does not waive any entitlements or rights under the Employment Rights Act 1996 or other applicable laws.
- Advisory: Employees may seek independent legal advice for clarification of their rights and obligations.

EMPLOYEE SIGNATURE

EMPLOYER SIGNATURE

Signature: _____

Signature: _____

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