

From:

[Your Name]

[Personal ID/Other ID]

[Your Address]

[Email Address]

[Phone Number]

[Date]

To:

[Manager's Name]

[Company Name]

[Company Registration]

[Company Address]

[City, Zip/Postal Code]

LETTER OF RESIGNATION

Please accept this letter as formal notice of my **resignation from my position at [Company Name], effective [Last Working Day*].**

{Optional}

Based on my notice period of [X weeks/months] (as per my contract / local employment laws), my expected last working day would be [calculated date]. Please let me know if that differs from your records.

{Optional**}

Please confirm any accrued holiday, final salary, or other entitlements I may be owed upon departure.

{Optional}

I am grateful for the opportunities provided to me during my employment. My experiences at [Company Name] have contributed greatly to my personal and professional growth.

{Optional}

Please let me know how I can help during the transition period. I am happy to assist in training or transferring my responsibilities as smoothly as possible.

[Your Name]

[Your Signature _____]

[Date/Place]

{Remove upon submission}

*Note: Notice periods vary significantly by country or region. Check local guidelines or your employment agreement to confirm the correct notice duration required by law.

**Note: Depending on your region or local practices, you may be entitled to final salary settlements, accrued leave compensation, or a reference letter. Confirm these aspects with your HR department or local labor regulations.