

BASIC RESIGNATION LETTER

Employee Name: _____ Position: _____

Employer Name: _____ Company Address: _____

To Whom It May Concern,

I am writing to formally resign from my position as Employee at the above-named Employer, effective immediately upon the completion of the notice period required by my contract or statutory minimum, whichever is the longer.

This decision has not been made lightly, and I have carefully considered all relevant factors. I am grateful for the opportunities for professional development and experience provided to me during my tenure. I intend to fully comply with all contractual obligations during my notice period and assist in the handover of my responsibilities.

Please let me know how I can help ensure a smooth transition. I would appreciate written confirmation of my last working day and any other necessary steps to close my employment.

I confirm that this resignation is made voluntarily and that I have considered my rights and obligations under UK employment law. This letter is intended to constitute formal notice of my resignation in accordance with my employment contract and the Employment Rights Act 1996.

I would like to thank you and the company for the support and professional opportunities extended to me during my employment.

Sincerely,

Signature: _____ Date: _____

Employee Signature

Employer Representative Signature

Signature: _____

Signature: _____

Name (Printed): _____

Name (Printed): _____

Position: _____

Position: _____

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