

## FORMAL RESIGNATION LETTER

To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Dear Sir/Madam,

I hereby formally resign from my position at the company, with this letter serving as my written notice of resignation.

I confirm that I am providing this resignation voluntarily and of my own free will.

I will ensure a smooth and cooperative transition of my duties and responsibilities to assist the company during this period.

Please consider this letter as my official notice in accordance with the terms and conditions specified in my employment contract.

I would like to express my gratitude for the opportunities and experiences I have gained during my tenure.

Please advise me of any formalities I need to complete prior to my departure.

I affirm that I have returned all company property and confidential information entrusted to me.

I understand that my final remuneration and any outstanding entitlements will be processed in accordance with applicable law and company policies.

Should you require any additional information or clarification, please do not hesitate to contact me.

Thank you for your understanding and cooperation.

Yours faithfully,

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee's Signature**

**Employer's Acknowledgment**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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