

IMMEDIATE RESIGNATION LETTER

Employee Name: _____

Employer Name: _____

Position: _____

Dear Sir/Madam,

I hereby formally tender my immediate resignation from my position with the company, effective immediately. I understand that this means I will cease to perform any duties and responsibilities from this moment forward.

Reason for Resignation:

Due to unforeseen circumstances, I am unable to continue my employment. This decision is final, and I will not be able to provide any notice period.

Company Property and Obligations:

I acknowledge that I am responsible for returning any company property in my possession, including but not limited to keys, documents, electronic devices, and confidential information. I will cooperate with the employer to ensure a smooth transition and handover of any outstanding matters.

Final Payments and Benefits:

I understand that my final salary payment, including any accrued but unused holiday pay and other entitlements, will be processed in accordance with the company's payroll schedule and applicable UK employment law.

Confidentiality and Non-Disclosure:

I confirm that I remain bound by any confidentiality, non-disclosure, and post-termination clauses contained within my employment contract or any other agreements with the company.

Governing Law:

This resignation letter and any dispute arising from it shall be governed by and construed in accordance with the laws of England and Wales.

I would like to express my gratitude for the opportunities provided during my employment. Please confirm receipt of this resignation letter at your earliest convenience.

Yours faithfully,

Signature

EMPLOYEE SIGNATURE

EMPLOYER ACKNOWLEDGEMENT

Signature: _____

Signature: _____

Date: _____

Date: _____

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