

EMPLOYMENT LEAVING LETTER

Employee Name: _____

Employee Address: _____

Job Title: _____

Department: _____

Line Manager: _____

1. Notice of Resignation

This letter serves as formal notification of the Employee's intention to resign from their position at the Company. The resignation is effective immediately upon receipt of this letter unless otherwise agreed.

2. Final Working Day

The Employee's final working day will be as per the notice period stipulated in their employment contract or as mutually agreed between the Employee and the Company.

3. Outstanding Entitlements

The Employee will be entitled to receive all outstanding salary, accrued but unused holiday entitlement, and any other payments due up to and including the final working day.

4. Return of Company Property

The Employee agrees to return all Company property, including but not limited to keys, equipment, documents, and electronic devices, no later than the final working day.

5. Confidentiality

The Employee acknowledges their continuing obligation to maintain the confidentiality of all proprietary and sensitive information obtained during the course of their employment, in accordance with the terms of the employment contract and applicable law.

6. References

Upon request, the Company agrees to provide the Employee with a reference that reasonably reflects their performance and conduct during employment.

7. Non-Compete and Restrictive Covenants

The Employee acknowledges any post-employment restrictions contained within their employment contract, including non-compete, non-solicitation, and confidentiality clauses, and agrees to comply with such provisions.

8. Settlement of Claims

The Employee confirms that, except for any claims arising from breach of this agreement or statutory rights, they have no outstanding claims against the Company.

9. Governing Law

This letter and any dispute or claim arising out of or in connection with it shall be governed by and construed in

accordance with the laws of England and Wales.

10. Acceptance

The Employee is requested to sign below to acknowledge receipt and acceptance of the terms of this leaving letter.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE

Signature: _____

Signature: _____

Date: _____

Date: _____

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