

## NOTICE OF RESIGNATION LETTER

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

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

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

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

Dear Sir or Madam,

I hereby formally resign from my position at the Company named above. This notice is provided in accordance with the terms and conditions of my employment contract and the applicable UK employment laws. I will continue to perform my duties conscientiously during the notice period as stipulated by my contract or statutory minimum entitlement, whichever is greater. Please consider this letter as the formal notification of my intention to terminate my employment.

I would like to take this opportunity to thank the Company for the opportunities and professional development provided during my employment. I am committed to assisting in the smooth transition of my duties and responsibilities prior to my departure.

I acknowledge that any confidential information I have obtained during my employment must be kept strictly confidential and not disclosed to any third parties, in accordance with the Company's policies and applicable UK laws.

I will return all Company property, including but not limited to keys, documents, electronic devices, and any other materials, on or before the last day of my employment.

### **Governing Law and Jurisdiction:**

This notice and any employment relationship between the undersigned and the Company shall be governed by and construed in accordance with the laws of England and Wales. Any disputes arising from this notice or employment shall be subject to the exclusive jurisdiction of the courts of England and Wales.

**Employee's Signature**

**Employer's Signature**

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

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

Original source of this document:

<https://legaltemplates-uk.com/notice-of-resignation-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.