

PROFESSIONAL RESIGNATION LETTER

Recipient Name: _____

Recipient Position: _____

Company Name: _____

Company Address: _____

Dear _____,

Introduction:

I am writing to formally resign from my position at the company, effective immediately upon your receipt of this letter or as mutually agreed.

Notice Period:

In accordance with my contractual obligations and UK employment law, I am providing the requisite notice period unless otherwise agreed in writing. During this period, I will ensure a smooth transition of my responsibilities.

Gratitude:

I would like to express my sincere gratitude for the opportunities and experiences I have gained while working here. It has been a privilege to contribute to the company's success and to work alongside such dedicated colleagues.

Transition and Assistance:

I am committed to assisting in the training of a replacement and to handing over my duties to ensure continuity. Please advise how I can best support this process.

Return of Company Property:

I will ensure that all company property and confidential information are returned or securely handled prior to my departure, in compliance with company policies and applicable law.

Confidentiality:

I acknowledge my continuing obligations regarding confidentiality and non-disclosure of any proprietary or sensitive information obtained during my employment, as stipulated under UK law and any contractual agreements.

Final Settlement:

Please advise on the arrangements for my final salary, accrued holiday pay, pension entitlements, and any other outstanding matters to ensure a full and final settlement.

Legal Compliance:

This resignation is submitted voluntarily and in compliance with all relevant UK employment legislation and contractual provisions. I reserve the right to seek legal advice if necessary.

Closing Remarks:

Thank you once again for the support during my tenure. I wish the company continued success in all its future endeavors.

Yours sincerely,:

Employee Signature

Date

Signature: _____

Date: _____

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