

RESIGNATION LETTER

To: _____

From: _____

Subject: Formal Resignation from Employment

Dear Sir/Madam,

I hereby formally resign from my position at the Company, effective immediately upon the expiry of my notice period, as stipulated by my contract of employment and pursuant to the Employment Rights Act 1996 and applicable UK law. I confirm that I will continue to perform my duties and responsibilities during the notice period and cooperate in the handover of my role to ensure a smooth transition.

Notice Period: In accordance with the terms of my employment contract, I will serve the required notice period of [insert notice period], commencing from the date of this letter, concluding on my last working day.

Final Pay and Benefits: I understand that I will receive all owed remuneration and accrued benefits up to and including my last day of employment. I also acknowledge any statutory entitlements or contractual obligations the Company must fulfil upon termination.

Confidentiality and Return of Property: I reaffirm my commitment to maintain the confidentiality of any proprietary or sensitive information obtained during my employment. I undertake to return all company property, documents, and materials in my possession prior to or on my last working day.

Non-Competition and Non-Solicitation: I acknowledge and agree to abide by any post-termination obligations relating to non-competition, non-solicitation, or restrictive covenants as outlined in my employment contract or relevant agreements.

Acknowledgment: I would like to express my gratitude for the opportunities for professional and personal development provided during my tenure. I wish the Company continued success in all its endeavours.

Please acknowledge receipt of this letter and confirm the effective date of my resignation at your earliest convenience.

Employee Signature

Employer Signature

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

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