

## SIMPLE RESIGNATION LETTER

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

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

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

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

**Dear Sir/Madam,**

I am writing to formally resign from my position at the company, effective immediately or on the date mutually agreed upon.

This decision has not been taken lightly and comes after careful consideration. I appreciate the opportunities for professional and personal development that have been provided to me during my time here.

I am committed to assisting in the transition of my responsibilities to ensure a smooth handover and minimal disruption to the company's operations.

Please consider this letter as the formal notice of my resignation in accordance with the terms outlined in my employment contract and applicable UK employment law.

I would like to express my gratitude for the support and guidance offered to me during my tenure, and I wish the company continued success in the future.

Yours faithfully,

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

Full Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Employee's Signature**

**Employer's Signature**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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