

Resignation Letter

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RESIGNATION LETTER

1. PARTIES

- 1.1 Employee: [EMPLOYEE NAME]
- 1.2 Employer: [EMPLOYER NAME] / [COMPANY NAME]
- 1.3 Employee Address: [EMPLOYEE ADDRESS], [CITY], [STATE] [ZIP CODE]
- 1.4 Employer Address: [EMPLOYER ADDRESS], [CITY], [STATE] [ZIP CODE]
- 1.5 Date of Letter: [DATE]

2. STATEMENT OF RESIGNATION

2.1 I, [EMPLOYEE NAME], hereby voluntarily resign my employment with [EMPLOYER NAME] from the position of [POSITION]. This letter serves as formal notice of my resignation.

3. EFFECTIVE DATE

3.1 My last day of employment (the "Effective Date") will be [EFFECTIVE DATE]. If different from the Effective Date set forth above, my final working day will be [LAST WORKING DAY].

4. NOTICE PERIOD

4.1 I am providing [NOTICE PERIOD] notice in accordance with company policy and/or my employment agreement. I understand that [EMPLOYER NAME] may accept a shorter notice period or elect an earlier termination date, with or without pay in lieu of notice, consistent with applicable law and any written agreements.

5. TRANSITION ASSISTANCE

5.1 During the notice period I will use reasonable efforts to assist with an orderly transition of my responsibilities. This may include but is not limited to: training a designated successor, documenting current projects and procedures, transferring files and passwords where appropriate, and participating in handover meetings.

5.2 Specific tasks I propose to complete prior to the Effective Date are: [LIST KEY TASKS OR PROJECTS].

6. RETURN OF COMPANY PROPERTY

6.1 I acknowledge I am in possession of certain company property. I will return all company property, documents, keys, electronic devices, access cards, records, and other materials belonging to [EMPLOYER NAME] no later than my last day of employment unless otherwise directed. A preliminary list of items in my possession: [LIST COMPANY PROPERTY].

7. FINAL PAY, BENEFITS, AND ACCRUED LEAVE

7.1 I request that my final paycheck reflect all wages due, any accrued but unused vacation or paid time off, unpaid expenses that I have properly submitted, and any other compensation owed in accordance with company policy and applicable law. Please confirm the expected date of final payment and any information I must provide.

7.2 I understand that continuation of benefits, conversion options, and eligibility for COBRA (if applicable) will be governed by the applicable plans, policies, and federal and state law.

8. CONFIDENTIALITY AND RETURN OF RECORDS

8.1 I reaffirm my obligation to comply with any existing confidentiality, non-disclosure, non-solicitation, or

proprietary information agreements executed with [EMPLOYER NAME]. I will not retain or disseminate any confidential or proprietary documents or electronic files belonging to the employer.

9. NO ADMISSION, REMEDIES, AND COOPERATION

9.1 This resignation is submitted voluntarily and is not an admission of liability by any party. Nothing in this letter should be construed as modifying any existing employment agreement, severance agreement, or other contract unless a separate written agreement is executed by the parties.

9.2 Unless otherwise agreed in writing, this letter does not create any obligation on the part of [EMPLOYER NAME] to provide severance or other post-employment payments beyond amounts required by law or existing agreement.

10. ACKNOWLEDGMENT

10.1 Please acknowledge receipt of this resignation and confirm the Effective Date, final pay arrangements, benefits information, and the return of company property procedures by signing below or by return written confirmation to [EMPLOYEE CONTACT EMAIL OR PHONE].

11. SIGNATURE

11.1 Employee Signature: _____

11.2 Printed Name: [EMPLOYEE NAME]

11.3 Date: [DATE]

12. EMPLOYER ACKNOWLEDGMENT (OPTIONAL)

12.1 Employer Representative Signature: _____

12.2 Printed Name: [EMPLOYER REPRESENTATIVE NAME]

12.3 Title: [EMPLOYER REPRESENTATIVE TITLE]

12.4 Date: [DATE]

13. CONTACT INFORMATION

13.1 Forwarding Address: [FORWARDING ADDRESS]

13.2 Phone: [EMPLOYEE PHONE]

13.3 Email: [EMPLOYEE EMAIL]

14. MISCELLANEOUS

14.1 Governing Law: This letter shall be governed by and construed in accordance with the laws of the state of [STATE], without regard to principles of conflicts of law.

14.2 Entire Agreement: This letter constitutes the entire written statement of resignation between the undersigned employee and [EMPLOYER NAME] unless otherwise modified in writing.

[END OF DOCUMENT]

This template is provided for informational purposes only and does not constitute legal advice. Consult a licensed attorney before signing any legal document.