# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Employee Resignation Letter

A clear, courteous notice of resignation, with a handover offer.

[DD Month YYYY] **To:** [Manager name]**,** [Manager role]

[Company name]

[Company address] **From:** [Employee name]**,** [Employee role]**,** [Department]

**Subject: Notice of resignation -** [Employee name] **Dear** [Manager name]**,**

**I am writing to give notice of my resignation from my role as** [Employee role] **in** [Department]**. My last working day will be** [Last working day]**, which is the end of my notice period of** [Notice period]**.**

**My reason for leaving is** [Reason for leaving]**.**

Note: delete the paragraph about your reason if you prefer not to give one.

**Thank you for the opportunities I have had during my time at** [Company name]**. I have valued** [what you valued most, for example the support of your team]**.**

**I am happy to help with a handover before I leave. I will** [handover help you will offer, for example prepare handover notes and brief your replacement]**. Please let me know what would be most useful.**

**Please confirm that you have received this letter, and confirm my final pay date and any outstanding leave. My contact details after my last working day are** [Personal email address] **and** [Personal telephone number]**.**

Yours sincerely,

[Employee name]  [Employee role]

[Employee ID]

[Contact telephone]  [Email address]

[DD Month YYYY]

## Check before sending

**[ ]** My last working day matches my notice period

**[ ]** I have kept a copy of this letter

**[ ]** I have told [Manager name] in person, where possible

**[ ]** Handover notes are ready or in progress

## Document control

Document: Employee Resignation Letter

**Prepared by:** _____ **Owner:** _____

**Version: 1.0 Date:** _____