[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. Add or remove table rows to fit your needs. 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

☐	**Check**
☐	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

[Company name]

Document control

Field	Entry
Document	Employee Resignation Letter
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**