Ashford Business Services Ltd

Employee Resignation Letter

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

9 November 2026

To: **Sarah Mitchell**, **Manager role**

Ashford Business Services Ltd

14 Oakfield Road, Birmingham B17 9JH

From: **James Patel**, **Employee role**, **Operations**

Subject: Notice of resignation - James Patel

Dear **Sarah Mitchell**,

I am writing to give notice of my resignation from my role as **Employee role** in **Operations**. My last working day will be **Last working day**, which is the end of my notice period of **November 2026**.

My reason for leaving is **Reason for leaving as agreed at the meeting**.

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 **Ashford Business Services Ltd**. 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 as agreed at the meeting**. 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 **helen.morris@ashford-business-services.co.uk** and **01632 960 123**.

Yours sincerely,

James Patel

Employee role

Employee ID

01632 960 123

helen.morris@ashford-business-services.co.uk

9 November 2026

Ashford Business Services Ltd

Check before sending

☐	Check
☐	My last working day matches my notice period
☐	I have kept a copy of this letter
☐	I have told **Sarah Mitchell** in person, where possible
☐	Handover notes are ready or in progress

Document control

Field	Entry
Document	Employee Resignation Letter
Prepared by	**David Okafor, Office Manager**
Owner	**Priya Sharma, Finance Manager**
Version	1.0
Date	**9 November 2026**