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RESIGNATION LETTER

DATE	YOUR NAME	POSITION	LAST DAY OF WORK

To (name, title) _____ Company _____

Company address _____

Dear _____

Please accept this letter as notice that I am resigning from my position shown above. My last day of work will be the date given above. Thank you for the opportunity to work here. I will help with the handover of my work in any way I can before I leave.

Sincerely,

_____ _____

Signature Printed name

Phone _____ Email _____

Receipt of resignation (for the employer to complete)

Signing below confirms only that this letter was received on the date shown. Keep a copy for the employee and one for the personnel file.

Received by (name) _____ Title _____

Date received _____ Last day agreed _____

_____ _____

Signature of person receiving Copy given to employee (initials)