Resignation letter

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: resignation

Dear Sir or Madam,

I am writing to inform you of my decision to resign from the position I hold in your company, as set out below.

Position and notice period

Position held (job title)

Date of the employment contract

Notice period that applies (under your contract or the law)

Requested date of departure

- [ ] I would like to be released from all or part of my notice period, if you agree

End-of-employment documents

Please provide me, on my departure, with the following end-of-employment documents:

- [ ] Employment certificate
- [ ] Final payslip and final settlement statement
- [ ] End-of-contract statement (for my dealings with social security bodies)

Additional details

Please confirm in writing that you have received this letter, together with the date on which my employment ends.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method