

RESIGNATION LETTER

To: _____

Recipient Name / Position: _____

Company Name: _____

Company Address: _____

Employee Information:

Full Name: _____

Position / Title: _____

Employee ID (if applicable): _____

Dear Sir/Madam,

I hereby formally submit my resignation from my position as indicated above with the company referenced herein. This letter serves as my official notice of resignation, effective immediately upon delivery or as mutually agreed upon.

Reason for Resignation (optional):

I understand and acknowledge that, pursuant to company policy and applicable United States law, I am providing the required notice period or such alternative arrangement as agreed upon with the company. During this time, I am committed to cooperating in the transition process and completing any outstanding duties.

I further agree to return all company property, including but not limited to keys, access cards, equipment, documents, and confidential information, no later than my final day of employment.

I acknowledge that any confidential or proprietary information received during my employment remains the property of the company and will not be disclosed or used for any unauthorized purposes following the termination of my employment.

I would like to express my gratitude for the opportunities and experiences I have gained during my tenure at the company. I wish the company continued success in all its future endeavors.

Sincerely,

Employee Signature

Date

Signature: _____

Original source of this document:

<https://letterdocs-us.com/resign-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.