

BASIC RESIGNATION LETTER

Employee Name: _____

Employee Address: _____

Employer Name: _____

Employer Address: _____

To Whom It May Concern,

I hereby formally resign from my position with the company, effective immediately upon your acceptance of this letter.

This decision is made voluntarily and with full understanding of the consequences and obligations under Canadian employment law.

I confirm that I will comply with all company policies related to resignation, including but not limited to returning company property and maintaining confidentiality of proprietary information.

I appreciate the opportunities I have had during my tenure and wish the company continued success.

Please consider this letter as my formal notice of resignation. Kindly confirm receipt and acceptance of this resignation in writing.

I understand that I must fulfill any outstanding obligations or entitlements as required by applicable legislation and company policies.

Should you require any assistance during the transition period, I am willing to cooperate to ensure a smooth handover of my responsibilities.

This resignation letter is intended to be legally binding and enforceable under Canadian law.

Sincerely,

Employee Signature:

Print Name:

Original source of this document:

<https://docstemplates-ca.com/basic-resignation-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-ca.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.