

FORMAL RESIGNATION LETTER

Sender Information:

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Recipient Information (Manager / HR):

Full Name / Title: _____

Company Name: _____

Company Address: _____

Subject:

Letter of Resignation

Salutation:

Dear Sir/Madam,

Introductory Statement:

Please accept this letter as formal notice of my resignation from my position at the company. This decision is made voluntarily and with consideration of my personal and professional goals.

Notice Period:

In accordance with the terms of my employment contract and applicable Canadian employment laws, I hereby provide the required notice period. I intend to continue performing my duties diligently during this time to ensure a smooth transition.

Gratitude:

I would like to express my sincere gratitude for the opportunities for professional and personal development that I have received during my employment. It has been a pleasure working with the team and contributing to the company's success.

Transition Assistance:

I am committed to assisting in the handover of my responsibilities and will do my utmost to help train my successor or transfer my duties to other team members.

Final Pay and Benefits:

I understand that final payment of my salary, accrued vacation, and any other entitlements will be made in accordance with the applicable laws and company policies. I request that any necessary documentation related to my termination of employment be provided to me in due course.

Confidentiality and Return of Property:

I acknowledge my obligation to maintain confidentiality with respect to company information and to return all company property, including documents, keys, devices, and any other materials, prior to my departure.

Contact Information:

Please feel free to contact me at the provided phone number or email address should you require further information or assistance during this transition.

Closing:

Thank you once again for the opportunity to be part of the company. I wish the company continued success in the future.

Complimentary Close:

Yours sincerely,

Signature:

Date:

Full Name:

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