

LETTER OF RESIGNATION

Recipient Name: _____

Recipient Position/Title: _____

Company Name: _____

Sender Name: _____

Sender Position/Title: _____

Address: _____

Dear Sir/Madam,

I hereby formally tender my resignation from my position at the company listed above. This letter serves as my official notice of resignation in accordance with the terms and conditions of my employment contract and applicable Canadian employment laws.

Please consider this letter as notice that I will cease to perform my duties and responsibilities effective immediately upon the completion of the required notice period as specified in my employment agreement or as required by Canadian employment standards legislation.

I intend to fully cooperate in the transition process and will do my utmost to hand over my responsibilities smoothly. I am willing to assist in training my replacement or to provide any necessary support to minimize disruption to the company's operations.

I understand my obligations under the employment agreement and applicable law including, but not limited to, confidentiality provisions and any post-employment restrictions.

Please advise on any necessary steps I should take before my departure, including the return of company property, final payroll arrangements, and any other administrative matters.

I appreciate the opportunities I have had during my tenure with the company and thank you for your understanding of my decision.

Sincerely,
Signature:

Date:

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