

RESIGNATION LETTER

To: _____
Company Name: _____
Company Address: _____

Dear [Manager's Name],

I am writing to formally resign from my position at the company, effective immediately. This letter serves as my official resignation notice as required under Canadian employment law. I understand and acknowledge that I am bound by all applicable policies and obligations, including those related to confidentiality, non-disclosure, and return of company property. I appreciate the opportunities I have been given during my tenure and have valued the experience and growth I have achieved. I will ensure that all current tasks and responsibilities are completed or appropriately transitioned before my departure. Please advise if there are any formalities or outstanding matters I need to address to facilitate this process. Thank you for your understanding.

Sincerely,

[Your Full Name]

Position: _____
Employee ID (if applicable): _____
Contact Information: _____

Acknowledgment by Employer:

I hereby acknowledge receipt of this resignation letter and confirm that the employee's resignation has been accepted. The last day of employment will be determined in accordance with company policy and applicable Canadian employment standards. All final payments, including outstanding wages, vacation pay, and other entitlements, will be provided in compliance with the law. Employer's Signature: _____ Date: _____

Employee's Signature

Employer's Signature

Signature: _____

Signature: _____

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