

SIMPLE SHORT RESIGNATION LETTER

To: _____

From: _____

Subject: Resignation from Employment

Dear Sir or Madam,

I hereby formally resign from my position at the company, effective immediately upon submission of this letter. This decision is made voluntarily and with full understanding of my rights and obligations under Canadian employment law.

I acknowledge that I have reviewed any applicable employment agreements, company policies, or statutory requirements related to my resignation. I intend to comply with any notice period or other obligations as required by law or contract.

Please consider this letter as my formal notice of resignation. I am willing to assist in the transition process as reasonably requested by the company.

Thank you for the opportunities and experiences provided to me during my tenure. I wish the company continued success in the future.

Acknowledgment of Receipt (to be completed by Employer):

Employer/Manager Name:

Signature:

Date:

Employee Signature: _____

Date: _____

Notes:

This resignation letter is intended to serve as a legally enforceable notice under Canadian law. It is recommended that both employee and employer retain a copy for their records. The employee should also ensure compliance with any contractual obligations or applicable statutes.

EMPLOYEE SIGNATURE

EMPLOYER SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://docstemplates-ca.com/simple-short-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.