LETTER OF RESIGNATION

_____ (your name)

_____ (your address or email)

Date: _____

To: _____ (manager's name and title)

_____ (employer name and address)

Dear _____,

1. NOTICE OF RESIGNATION

Please accept this letter as notice that I am resigning from my position as _____ at _____. My last working day will be _____, 20____.

2. HANDOVER

Before I leave, I will write up my current tasks and open items, and I am happy to help train or brief whoever takes over my work. I will return all company property, including _____, on or before my last day.

3. FINAL PAY AND BENEFITS

Please let me know when I will receive my final paycheck, how any unused paid time off will be handled, and when my benefits end. After I leave, you can reach me at _____.

4. THANK YOU

Thank you for the opportunities I have had here. I wish you and the team every success.

Note: check your offer letter, contract, union agreement or handbook for a required notice period before you choose your last day.

SIGNATURES

Employee

Signature: _____ Date: _____

Printed Name: _____

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.