

LETTER OF RESIGNATION

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This Letter of Resignation (this "**Letter**") is delivered as of [DATE] by [EMPLOYEE FULL NAME], residing at [EMPLOYEE ADDRESS] (the "**Employee**"), to [EMPLOYER LEGAL NAME], located at [EMPLOYER ADDRESS] (the "**Employer**"), to give formal notice of the Employee's resignation from employment.

Employee and Employer are each a "**Party**" and together the "**Parties**."

Recitals. The Employee is currently employed by the Employer in the position of [JOB TITLE] and has decided to resign. The Employee delivers this Letter to provide clear written notice of the resignation, to state the intended last day of work (the "**Effective Date**"), and to confirm the Employee's commitment to a professional and orderly transition. This Letter is intended to preserve a positive relationship between the Parties.

1. Notice of Resignation

1.1 Statement of resignation. The Employee hereby resigns from the Employee's position of [JOB TITLE] with the Employer, and from any related officer, director, or committee positions held by virtue of that employment.

1.2 Voluntary. This resignation is voluntary and is the Employee's own decision.

1.3 Effective Date. The Employee's last day of employment will be [EFFECTIVE DATE]. The period between the date of this Letter and the Effective Date is the "**Notice Period**."

2. Notice Period and Transition

2.1 Notice provided. The Employee is providing [NUMBER, e.g. two (2)] weeks' notice, consistent with [the Employee's employment agreement / the Employer's handbook / customary professional practice].

2.2 Continued performance. During the Notice Period, the Employee will continue to perform the Employee's duties in good faith and to professional standards, subject to the Employer's direction.

2.3 Knowledge transfer. The Employee will use reasonable efforts during the Notice Period to document open work, transition responsibilities, and brief [SUCCESSOR / MANAGER / TEAM] so that the Employee's departure causes minimal disruption.

2.4 Flexibility. The Employee is willing to discuss an alternative last day if it would help the Employer manage the transition, subject to mutual agreement in writing.

2.5 Open items. The Employee will prepare a brief written summary of open projects, pending deadlines, key contacts, and the status of work in progress, and will provide it to [MANAGER / SUCCESSOR] before the Effective Date.

2.6 Availability of accrued time. The Employee will coordinate any remaining scheduled time off during the Notice Period with the Employer so it does not disrupt the transition.

3. Return of Company Property

3.1 Property. On or before the Effective Date, the Employee will return all Employer property in the Employee's possession or control, including [laptop, phone, keys, access cards, credit cards, documents, and devices].

3.2 Confidential information. The Employee will return or, at the Employer's direction, securely delete all confidential or proprietary information and will not retain copies, except as permitted by law.

3.3 Accounts and access. The Employee will cooperate in the orderly deactivation of the Employee's system access, accounts, and credentials.

4. Final Pay and Benefits

4.1 Final wages. The Employee understands that final wages, including any accrued and unused paid time off to the extent required by the Employee's agreement or applicable law, will be paid in accordance with applicable law, which varies by jurisdiction.

4.2 Benefits continuation. The Employee requests information about the continuation, conversion, or termination of benefits, including any health-care continuation rights that may apply under applicable law.

4.3 Reimbursable expenses. The Employee will submit any outstanding, reimbursable business expenses by [DATE] for processing in the normal course.

4.4 Final paycheck delivery. The Employee requests that the final paycheck and any related documents be delivered by [direct deposit / mail to the address above / in person], and that the Employee's mailing address on file be updated if necessary.

4.5 Equity and retirement. The Employee requests information about the treatment of any vested or unvested equity, retirement contributions, or other plan balances as of the Effective Date, governed by the terms of the applicable plans.

5. Continuing Obligations

5.1 Surviving agreements. The Employee acknowledges that any confidentiality, intellectual-property assignment, non-solicitation, or other post-employment obligations the Employee previously agreed to, to the extent enforceable under applicable law, continue after the Effective Date according to their terms.

5.2 No disparagement. The Employee intends to speak professionally about the Employer and requests the same courtesy. This Section does not limit any legally protected communication.

5.3 Cooperation. For a reasonable period after the Effective Date, the Employee will respond to reasonable transition questions, subject to the Employee's availability.

6. Acknowledgments and Goodwill

6.1 Appreciation. The Employee thanks the Employer for the opportunities and experience gained during the Employee's tenure. [OPTIONAL: add a brief personal note of thanks.]

6.2 References. The Employee requests that the Employer confirm the Employee's dates of employment and title in response to reference inquiries, consistent with the Employer's policy.

6.3 No admission. This Letter is a resignation only and is not an admission of any wrongdoing by either Party.

7. Delivery and Contact

7.1 Method of delivery. This Letter is being delivered by **[METHOD, e.g. email to the Employee's manager and human resources, and/or printed and signed hard copy]**.

7.2 Post-departure contact. After the Effective Date, the Employee may be reached at **[PERSONAL EMAIL]** and **[PERSONAL PHONE]** for transition or administrative matters.

7.3 Records. The Employee will keep a copy of this Letter for the Employee's records and requests that a copy be placed in the Employee's personnel file.

8. Signature

8.1 Confirmation. The Employee signs below to confirm the resignation and the Effective Date stated above.

8.2 Acknowledgment of receipt. A representative of the Employer may acknowledge receipt below; such acknowledgment confirms receipt only and does not change the voluntary nature of the resignation.

EMPLOYEE

EMPLOYER (ACKNOWLEDGMENT OF RECEIPT)

Signature: _____

Signature: _____

Printed name: **[EMPLOYEE FULL NAME]**

Printed name: **[NAME]**

Title: **[JOB TITLE]**

Title: **[TITLE, e.g. HR Manager]**

Date: _____

Date: _____

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