

THIRTY (30) DAY RESIGNATION LETTER

Employee Name: _____

Position: _____

Department: _____

To whom it may concern,

Please accept this letter as formal notice of my resignation from my position at the company, effective thirty (30) days from the date of this letter. During this period, I am committed to fulfilling my responsibilities and ensuring a smooth transition of my duties.

I will make every effort to assist in the handover process, including training my replacement and completing any outstanding projects or assignments. I appreciate the opportunities I have been given and the professional development I have gained during my employment.

Thank you for the support and guidance provided to me throughout my tenure. I wish the company continued success in all its future endeavors.

Sincerely,

Employee Signature: _____

Printed Name: _____

Date: _____

Acknowledgement of Receipt

I hereby acknowledge receipt of this resignation letter and understand that the employee will be concluding employment with the company effective thirty (30) days from the date of this letter.

Employer Representative Signature: _____

Printed Name: _____

Position: _____

Date: _____

Legal Considerations

1. Resignation Period

The employee agrees to continue performing their duties and obligations during the thirty (30) day resignation period unless otherwise mutually agreed in writing.

2. Final Compensation

The employee shall receive all earned wages, accrued benefits, and any owed compensation in accordance with applicable federal and state laws.

3. Company Property

The employee shall return all company property, including but not limited to keys, access cards, documents, electronic devices, and confidential information prior to or on the last day of employment.

4. Confidentiality

The employee remains bound by any existing confidentiality, non-disclosure, and non-compete agreements executed during employment.

5. Non-Retaliation

The employee asserts that this resignation is voluntary and that no retaliation or adverse action will be taken for the submission of this resignation.

6. Governing Law

This resignation letter and any disputes arising from it shall be governed by and construed in accordance with the laws of the United States and the applicable state jurisdiction.

7. Entire Agreement

This letter constitutes the entire understanding between the employee and the employer regarding the resignation and supersedes any prior oral or written agreements.

8. Amendments

Any modifications to this resignation must be made in writing and signed by both parties to be effective.

9. Severability

If any provision of this letter is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

10. Acknowledgement

Both parties acknowledge that they have read, understood, and agreed to the terms of this resignation letter.

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://letter247-us.com/30-day-resignation-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letter247-us.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.