

ABLE RESIGNATION LETTER

Recipient Name: _____
Recipient Position: _____
Company Name: _____
Company Address: _____

Sender Information:

Full Name: _____
Position / Title: _____
Address: _____
Phone / Email: _____

To Whom It May Concern,

Please accept this letter as formal notice of my resignation from my position at the Company, effective immediately upon delivery of this letter or at a mutually agreed date thereafter.

Acknowledgment of Duties and Transition

I acknowledge my responsibility to assist in the orderly transition of my duties and to cooperate in the transfer of my responsibilities to my successor or as directed by management. I am committed to ensuring that all work in progress is properly documented and handed over.

Final Compensation

I understand that I will be paid all wages and accrued benefits up to the effective date of my resignation in accordance with Company policy and applicable law.

Confidentiality and Non-Disclosure

I reaffirm my obligation to maintain the confidentiality of all proprietary and sensitive information obtained during my employment. This obligation extends beyond the termination of my employment.

Return of Company Property

I confirm that all Company property, including but not limited to keys, documents, electronic devices, and any other materials, will be returned on or before my last working day.

Legal Compliance

This resignation letter is submitted in compliance with all applicable laws and Company policies. I waive any right to contest the resignation or seek claims against the Company arising from my employment or resignation.

Acknowledgment

I appreciate the opportunities for professional development provided during my tenure and wish the Company continued success.

Sincerely,

Employee Signature

Date

Signature: _____

Cc: _____

Human Resources Department

Immediate Supervisor

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