

OFFICIAL RESIGNATION LETTER

Recipient Name: _____
Recipient Title: _____
Company Name: _____
Company Address: _____

Dear _____ :

I am writing to formally notify you of my resignation from my position at the company. This decision is made after careful consideration and reflects my intention to conclude my professional relationship with the company in a professional and timely manner.

In accordance with the terms of my employment agreement and applicable laws, I hereby submit my resignation effective as of the date specified by the company or as mutually agreed upon. I intend to fulfill all my responsibilities and ensure a smooth transition during the notice period.

I am grateful for the opportunities and experiences that I have had during my tenure with the company. I appreciate the support and guidance provided by management and colleagues, which have contributed significantly to my professional growth.

Please advise me on any specific requirements or procedures I should follow to complete the resignation process, including the return of company property, final compensation, benefits, and any necessary documentation.

I am committed to cooperating fully to facilitate an orderly transition and to assist in training or transferring my duties as needed. I request that you provide written confirmation of my resignation and the effective date.

This resignation letter is intended to comply with all applicable federal and state laws governing employment termination, including but not limited to the Fair Labor Standards Act, and any relevant contractual or statutory obligations.

Thank you for the opportunity to be part of the company. I wish the company continued success and growth in the future.

Sincerely,

Employee Name: _____
Position/Title: _____
Employee Signature: _____
Date: _____

Employer Acknowledgment:

Received By: _____
Title: _____
Signature: _____

This letter serves as a formal and legally binding resignation in accordance with United States federal and state employment laws. The employee affirms that this resignation is made voluntarily and without coercion. The employer acknowledges receipt of this resignation and agrees to comply with all applicable laws, including final paycheck and benefits administration.

EMPLOYEE SIGNATURE

Signature: _____

Date: _____

EMPLOYER SIGNATURE

Signature: _____

Date: _____

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