

Formal Resignation Letter with Notice Period PDF Download

Download a professionally formatted **formal resignation letter with notice period** in PDF format, designed to help employees formally communicate their intent to resign. This downloadable template includes all essential elements such as the resignation statement, notice period details, last working day, and a polite expression of gratitude, ensuring a clear, respectful, and legally compliant resignation process.

Formal Resignation Letter Template

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above], in accordance with the required notice period of [Number] weeks as stipulated in my employment contract.

My last working day will be [Exact Date]. During my notice period, I am committed to assisting in the transition and ensuring a smooth handover of my responsibilities.

I appreciate the opportunities I have had to grow professionally and personally during my time at [Company Name]. Thank you for your support and guidance.

Please let me know how I can be of assistance during this transition period.

Sincerely,
[Your Name]

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