

Resignation Letter Format with Statutory Notice Period

A well-structured **resignation letter format with statutory notice period** clearly communicates an employee's intention to leave their position while adhering to legal requirements for notice. This format typically includes the employee's details, the date of resignation, a statement of intent to resign, mention of the statutory notice period being observed, and a professional closing. Using this format ensures clarity, maintains professionalism, and respects contractual obligations, providing a smooth transition for both the employee and the employer.

Sample Resignation Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, considering statutory notice period as per contract/legislation]. In accordance with the statutory notice period, I appreciate the opportunities for professional and personal development that you have provided during my time at [Company Name]. I will do my best to ensure a smooth transition and will complete all outstanding tasks by [Last Working Day].

Thank you for your understanding and support.

Yours sincerely,

[Your Name]