

Resignation Letter UK

Governed by the Employment Rights Act 1996 (ss. 86, 97) and Common Law Contract Principles
Applicable in England and Wales

To: _____

Company: _____

Address: _____

Date: _____

Dear _____,

I hereby give formal notice of my resignation from my position as _____ at _____, in accordance with the terms of my contract of employment.

My last working day will be _____, which reflects the notice period of _____ as required by my contract.

This decision has not been an easy one, and I would like to express my sincere gratitude for the opportunities for personal and professional development that I have received during my time with the organisation.

I remain committed to ensuring a smooth transition and am willing to assist in the handover of my responsibilities, including training my replacement or completing any outstanding tasks as required.

I would be grateful if you could confirm the next steps regarding final work arrangements, handover procedures, and any documentation required to complete the resignation process.

Thank you once again for the opportunity to be a part of _____. I wish you and the team every continued success.

Yours sincerely,

[Signature]

Full Name: _____

Job Title: _____

Contact (Email / Telephone): _____

This template constitutes a general resignation letter prepared in accordance with the Employment Rights Act 1996 (England and Wales). It does not constitute legal advice. You should review your contract of employment and, where appropriate, seek guidance from a qualified solicitor before submission.