

RESIGNATION LETTER

1. 1. Header and Date

[YOUR FULL NAME]. [YOUR STREET ADDRESS]. [CITY, STATE, ZIP]. [YOUR PHONE NUMBER]. [YOUR PERSONAL EMAIL ADDRESS]. Date: [DATE OF LETTER]. Note that the date at the top of this letter is the date notice is considered given, and any notice period in your employment agreement is counted from it. Use your personal email address rather than your work address so that the employer can reach you after your access is disabled.

2. 2. Recipient

[MANAGER FULL NAME]. [MANAGER TITLE]. [COMPANY NAME]. [COMPANY STREET ADDRESS]. [CITY, STATE, ZIP]. Dear [MR./MS./MX. LAST NAME], or Dear [MANAGER FIRST NAME] if that matches how you normally address them. Send a copy to [HR CONTACT NAME], [HR TITLE], so that the notice is recorded by the department that processes final pay and benefits rather than sitting in one manager's inbox.

3. 3. Statement of Resignation

I am writing to formally notify you of my resignation from my position as [YOUR JOB TITLE] at [COMPANY NAME]. I have accepted an opportunity that moves my career in a different direction, and after careful consideration I have decided this is the right time to make that change. This decision is final and is not intended to open a discussion about my current role or compensation. I appreciate that this creates work for the team and I have tried to give as much notice as my circumstances allow.

4. 4. Last Day of Work

My last day of employment will be [LAST DAY OF WORK], which provides [NOTICE PERIOD, e.g., two weeks] of notice from the date of this letter and satisfies the notice requirement in [SOURCE OF NOTICE REQUIREMENT, e.g., my offer letter dated (DATE) / the employee handbook]. I intend to work my full schedule through that date, including [ANY SCHEDULED OBLIGATIONS, e.g., the month-end close, the client onboarding call on (DATE)]. If a different final date would be more workable for the team, I am open to discussing it, though I am not able to extend beyond [LATEST POSSIBLE DATE].

5. 5. Transition and Handover Offer

I want the handover to be as clean as possible. Before my last day I will complete [KEY PROJECTS OR DELIVERABLES TO FINISH], prepare written documentation covering [PROCESSES, ACCOUNTS, OR SYSTEMS YOU OWN], and transfer ownership of [FILES, TOOLS, OR ACCOUNTS] to whoever you designate. I am glad to help train my replacement or brief [COLLEAGUE NAME] on my recurring responsibilities, and I will make myself available for handover sessions at whatever times work best for you. Please let me know your priorities for these final [NUMBER] weeks so I can sequence the work accordingly.

6. 6. Final Pay, Benefits, and Company Property

Please let me know how you would like to handle my final paycheck, any accrued and unused paid time off, and the end date of my benefits coverage, including how and when I will receive information about continuation coverage. I would appreciate written confirmation of the final pay date and the amount so I can plan accordingly. I will return all company property before my last day, including [LIST OF PROPERTY, e.g., laptop, phone, badge, keys, corporate card], and I will delete company data from any personal device once you confirm it is no longer needed.

7. 7. Gratitude

I am genuinely grateful for the [NUMBER] years I have spent at [COMPANY NAME]. Working on [SPECIFIC PROJECT OR ACCOMPLISHMENT] taught me [SPECIFIC SKILL OR LESSON], and the support I received from you and from the [TEAM OR DEPARTMENT NAME] team made a real difference in how I have developed professionally. I have valued the chance to work alongside people I respect, and I will be glad to see the team continue to do well.

8. 8. Closing and Signature

Thank you again for the opportunity and for your understanding. Please do not hesitate to contact me at [YOUR PERSONAL EMAIL] or [YOUR PHONE NUMBER] if any questions come up after my departure. Sincerely, _____, [YOUR FULL NAME]. [YOUR JOB TITLE]. Date signed: [DATE]. Delivery method: [DELIVERY METHOD, e.g., emailed to manager and HR with read receipt / hand-delivered with a copy retained]. Keep a copy of this signed letter and of any acknowledgment you receive for your own records.

9. Disclaimer

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