

FROM / EMPLOYEE

TITLE

DATE

ORGANIZATION

PHONE

EMAIL

SENDER ADDRESS

TO / EMPLOYER

TITLE / DEPARTMENT

ORGANIZATION

RECIPIENT ADDRESS

RE:

Dear

Please accept this letter as my formal notice of voluntary resignation from the position identified below. My intended final workday is stated here for planning purposes, subject to applicable policy, agreement, and law.

POSITION / TITLE

DEPARTMENT

INTENDED FINAL WORKDAY

FINAL DAY FOR LETTER REFERENCE

HANDOFF PERSON / CONTACT

Unless directed otherwise, I intend to perform my ordinary duties through my final workday and to coordinate a reasonable transfer of active assignments, records, passwords, and work materials.

TRANSITION AND CURRENT PRIORITIES

PRIORITY WORK / DEADLINES BEFORE DEPARTURE

TRANSITION, HANDOFF, PROPERTY RETURN & ADDITIONAL DETAILS

I will return employer property and follow reasonable access-offboarding instructions. Final wages, accrued leave, benefits, expenses, and records remain subject to applicable law and employer policy.

Departure items to coordinate:

- ☐ Keys, badges, cards, devices, files and other property ☐ Outstanding expenses or reimbursements
- ☐ Updated personal contact information

Sincerely,

EMPLOYEE SIGNATURE

DATE

PRINTED NAME

TITLE / CAPACITY