

IMMEDIATE RESIGNATION LETTER

Location: _____ Effective Date: _____

Employee Information:

Full Name: _____

Position: _____

Department: _____

Employee ID Number: _____

Company Information:

Company Name: _____

Company Address: _____

Resignation Statement:

I hereby submit my immediate resignation from my position at the company identified above. I understand that this resignation is effective immediately and I will not continue to perform any duties or responsibilities after this point. I waive any notice period or other requirements for resignation typically required by the company policies or employment standards legislation. I confirm that I have returned all company property in my possession and have settled all accounts with the company to the best of my knowledge.

Acknowledgment of Rights and Obligations:

I understand that by resigning immediately, I may forfeit certain rights, including but not limited to severance pay, notice pay, or other benefits, as allowed under Canadian employment law. I acknowledge that this resignation does not waive any rights I may have to accrued wages, vacation pay, or other statutory entitlements. I release the company from any further obligations after the effective date of this resignation.

Confidentiality and Non-Disclosure:

I reaffirm my obligation to comply with any confidentiality, non-disclosure, and non-competition agreements entered into during my employment. I agree to maintain the confidentiality of any proprietary or sensitive information obtained during my employment, in accordance with applicable laws and agreements.

Return of Company Property:

I confirm that I have returned or will return all company property, including but not limited to keys, identification cards, electronic devices, documents, and any other materials belonging to the company. I understand that failure to return company property may result in legal action or withholding of final pay where permitted by law.

Final Pay and Benefits:

I understand that the company will provide my final pay, including payment for all earned but unused vacation time, in accordance with applicable provincial or federal employment standards legislation. I acknowledge that any benefits

coverage will end as dictated by the terms of the benefit plans or applicable law.

Release and Waiver:

Except as otherwise stated herein, I release the company from any claims, demands, or liabilities arising out of my employment or the termination thereof. This release does not affect any rights or claims that cannot be waived under Canadian law.

Governing Law:

This resignation letter and any matters related thereto shall be governed by and construed in accordance with the laws of Canada and the applicable province or territory.

EMPLOYEE'S SIGNATURE

WITNESS / HR REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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