

FORMAL RESIGNATION LETTER

Employee Name: _____ Position: _____

Recipient Name: _____ Company Name: _____

Dear Sir/Madam,

I hereby tender my formal resignation from my position at the company, respectfully notifying you of my decision to resign. This letter serves as my official notice in compliance with the terms of my employment.

In accordance with applicable legislation under Canadian employment law, I provide the required notice period as stipulated in my employment contract and provincial standards. I intend my last working day to be on the expiration of the required notice period following receipt of this letter.

Reason for Resignation:

While it is not mandatory to provide a reason for resignation, I would like to state that my decision is based on personal/professional considerations that necessitate this change.

I sincerely appreciate the opportunities and experiences gained during my tenure with the company. I am committed to ensuring a smooth transition and will cooperate fully to assist in handing over my responsibilities.

Please let me know how I can assist during this transition period. I remain available to complete any outstanding work and to provide necessary training to my successor. You may contact me at the phone number or email address previously provided.

Thank you for your understanding. I wish the company continued success in its future endeavors.

Sincerely,

Employee's Signature

Date

This resignation letter is prepared to comply with all applicable Canadian employment laws, including but not limited to provincial employment standards and the Canada Labour Code where applicable. This document is intended to serve as a legally enforceable notice of resignation.

Signature: _____

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