

RESIGNATION LETTER EMAIL

To: _____

Cc: _____

Subject: _____

Body:

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately upon receipt of this email.

This decision has been made after careful consideration and is in accordance with applicable employment laws and standards in Canada.

Please consider this email as my formal notice of resignation, and I request that you process my departure in a manner consistent with company policies and legal requirements.

I am committed to ensuring a smooth transition and am available to assist in handing over my responsibilities to minimize any disruption.

Please advise on any necessary steps I should take during this period.

I appreciate the opportunities provided to me during my tenure at [Company Name].

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Employee ID (if applicable)]

Acknowledgement by Employer:

I, the undersigned, acknowledge receipt of this resignation letter email from the employee named above. I confirm that I have informed the employee about their rights and obligations under Canadian employment law. The effective date of resignation will be determined in accordance with company policy and applicable legislation.

Employee's Signature	Employer's Signature
Date: _____	Date: _____
Name: _____	Name: _____
Title: _____	Title: _____

This resignation letter email template is intended to comply with applicable Canadian employment laws. It is recommended to review company policy and consult legal

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