

RESIGNATION LETTER

To: _____

Company Name: _____

Company Address: _____

Subject: Notice of Resignation

Dear Sir/Madam,

I am writing to formally notify you of my resignation from my position at the company, effective immediately upon delivery of this letter or as otherwise agreed. This resignation is made voluntarily and without any duress or undue influence. I acknowledge that I have reviewed my employment contract and understand my obligations, including any applicable notice periods or final settlement arrangements.

Please consider this letter as my formal notice as required by Ontario employment standards and applicable laws. I intend to cooperate to ensure a smooth transition of my duties and responsibilities before my departure.

I confirm that I have received all wages, benefits, and entitlements due to me up to the effective date of resignation, or that arrangements for any outstanding payments will be made accordingly.

I request that you provide me with any necessary documentation, including but not limited to an employment verification letter and records required for government or other official purposes.

Thank you for the opportunity to work with the company. I wish the company continued success in the future.

Yours sincerely,

Employee Name: _____

Employee Signature: _____

Date: _____

Employer Acknowledgment:

I hereby acknowledge receipt of this resignation letter from the employee named above. I understand and accept the effective date of resignation as stated herein. The company shall proceed with any final payments, benefits administration, and record updates as required by law and company policy. Employer Representative Name:

Signature: _____

Date: _____

Legal Notice:

This resignation letter is intended to serve as a legally enforceable notice of termination of employment under the

Employment Standards Act, 2000 (Ontario) and any other applicable legislation. The parties acknowledge that this letter does not constitute a waiver of any rights or obligations beyond those specifically stated herein. All provisions of the employment agreement and applicable laws shall continue to apply unless expressly modified by mutual written agreement. Please retain a signed copy of this letter for your records.

Employee's Signature

Employer's Signature

Signature: _____

Signature: _____

Name (printed): _____

Name (printed): _____

Date: _____

Date: _____

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