



SPECIMEN RESIGNATION LETTER - EXTENSION OF NOTICE PERIOD

Dear *(the recipient's name is entered here)*

Further to our recent meeting, I write to confirm both my resignation and our agreement about the proposed extension of my notice period.

I agree that the critical nature of my role here means that the time required to transfer my responsibilities may exceed the contractual notice period of *(your notice period goes here)* weeks. I will now leave *(the name of your current employer goes here)* on *(the date you have agreed to leave)*. I understand that my salary (and other benefits) will be calculated to take account of this arrangement.

Yours sincerely