



SPECIMEN RESIGNATION LETTER - NO WRITTEN CONTRACT

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

I write to confirm that I am resigning from my position as *(Your job title entered here)*.

Although there is no written contract of employment between us, I accept that we have a verbal agreement and that my notice period stands at *(your notice period entered here)* weeks.

Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish you and *(the name of your current employer entered here)* every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely