

Letter of Resignation

I (staff name) _____ Employee
No _____ Contract Site _____ hereby hand in
my formal letter of resignation effective from (date) _____.

1. I acknowledge that this letter of resignation terminates my employment from the company effective from date above and I do so of my own free will.
2. I acknowledge that I am indebted to the Company for any and all outstanding shortages (as indicated on my signed Deduction Authority) or any other money owed by myself to the Company.
3. I acknowledge that I am to hand in my Full Staff Uniform.
4. I understand that my final salary will only be paid over to me once I adhere to points 1, 2 & 3 as indicated above. If I do not adhere to the above points then the company is permitted to deduct the outstanding monies from my final salary.

Signed at _____ on this ____ day of _____ 20__.

Staff Signature

Date

Manager / Supervisor

Date