

Notice & Resignation Template Pack

For candidates who want to leave properly, protect relationships, and start the next role well.

Plain-English note

This is a practical guide, not legal advice. Candidates should check their contract, notice period, restrictive covenants, bonus clauses, holiday position and company policy before resigning.

How to use this pack

- Keep the resignation short, calm and professional. You are not writing a speech. You are confirming a decision.
- Resign in writing after you have accepted the new offer in writing and you are comfortable with any checks or references required.
- Check the notice period in the contract. If the contract says one month, do not casually write four weeks unless that is genuinely the same dates in your situation.
- Do not use the resignation letter to vent. Save detail for a proper handover conversation if needed.
- Offer a clean handover. It protects your reputation and helps future references.

Before resigning checklist

Check	Question	Done
Written offer accepted	Do you have the offer in writing, including salary, start date, location and job title?	☐
Contract checked	Have you checked notice period, bonus, commission, restrictive covenants and holiday rules?	☐
Start date agreed	Does the new start date work with your contractual notice?	☐
References / checks	Are there background checks, medical checks, DBS checks or references outstanding?	☐
Counteroffer stance	Do you know what you will say if your current employer tries to keep you?	☐
Handover plan	Can you list key projects, passwords/processes owners, open issues and deadlines?	☐

Resignation email templates

1. Standard resignation email

Best for most candidates. Clean, professional and drama-free.

Subject: Resignation - [Your Name]

Dear [Manager Name],

Please accept this email as formal notice of my resignation from my position as [Job Title] at [Company Name].

In line with my notice period of [notice period], my final working day will be [date].

I would like to thank you for the opportunities and experience I have gained during my time with the business.

I will do everything I can to support a smooth handover before I leave.

Kind regards,

[Your Name]

2. Short and direct resignation email

Use when the relationship is fine but you want to keep it very simple.

Subject: Resignation - [Your Name]

Dear [Manager Name],

I am writing to formally resign from my role as [Job Title] at [Company Name].

My notice period is [notice period], making my final working day [date].

I will support the handover of my responsibilities during my notice period.

Kind regards,

[Your Name]

3. Resignation after accepting a new role

Useful when you want to acknowledge the move without overexplaining it.

Subject: Resignation - [Your Name]

Dear [Manager Name],

Please accept this email as formal notice of my resignation from [Company Name].

I have accepted a new position and, after careful consideration, have decided this is the right next step for me.

As my notice period is [notice period], my final working day will be [date].

Thank you for the support and opportunities I have had during my time here. I will work with you to make the handover as smooth as possible.

Kind regards,

[Your Name]

4. Resignation where the role has not worked out

Professional wording for a difficult fit. Avoid blame and long explanations.

Subject: Resignation - [Your Name]

Dear [Manager Name],

Please accept this email as formal notice of my resignation from my role as [Job Title].

After careful consideration, I have decided that the position is not the right long-term fit for me.

My notice period is [notice period], so my final working day will be [date].

I remain committed to supporting the business during my notice period and will assist with a clear handover.

Kind regards,

[Your Name]

5. Request to reduce notice period

Use only as a request. Do not assume they will agree.

Subject: Resignation and notice period request - [Your Name]

Dear [Manager Name],

Please accept this email as formal notice of my resignation from [Company Name].

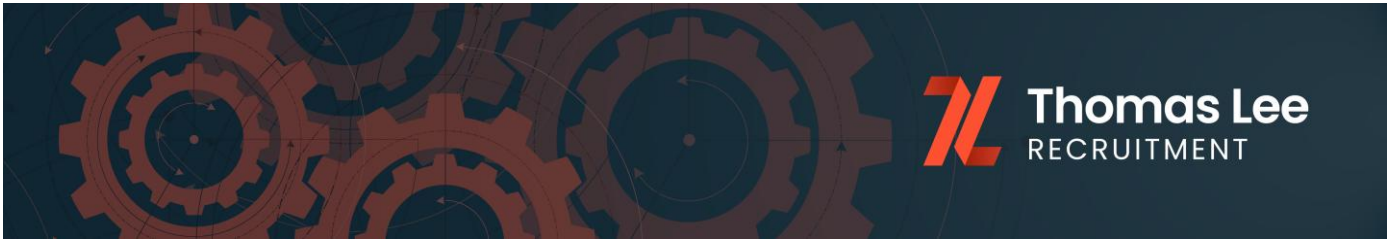
My contractual notice period is [notice period], which would make my final working day [date].

I would like to ask whether the business would consider agreeing an earlier leaving date of [preferred date]. I appreciate this is subject to business needs and agreement.

I will do everything I can to complete a thorough handover and minimise disruption.

Kind regards,

[Your Name]



6. Resignation during probation

Short, polite and clear. Still check the contract.

Subject: Resignation - [Your Name]
Dear [Manager Name],
Please accept this email as formal notice of my resignation from my position as [Job Title].
As I am currently within my probation period, my notice period is [notice period], making my final working day [date].
Thank you for the opportunity. I will support the handover of any outstanding work before I leave.
Kind regards,
[Your Name]

What to say in the resignation meeting

Keep it calm

Say the decision is made, thank them, confirm the notice period, and offer a proper handover. Do not get pulled into a debate unless you want one.

Situation	Suggested wording
Opening line	I wanted to speak to you first before sending the formal email. I have decided to resign from my role and I will be sending my written notice today.
If asked why	I have been offered a role that fits the next stage of my career. It was not an easy decision, but it is the right move for me.
If they are disappointed	I understand, and I do appreciate the opportunities I have had here. I want to make the handover as smooth as possible.
If they push for detail	I am happy to have a constructive conversation, but I do not want this to become negative. The decision has been made.

Counteroffer response templates

7. Polite counteroffer decline

Use if the decision is made and you do not want to reopen negotiations.

Dear [Manager Name],

Thank you for taking the time to discuss my resignation and for the offer to review my package/position.

I do appreciate it, but after careful consideration my decision remains the same. I will be moving forward with my resignation as planned.

I remain committed to supporting a smooth handover during my notice period.

Kind regards,

[Your Name]

8. Counteroffer holding response

Use only if you genuinely need time to think. Do not use this to play games.

Dear [Manager Name],

Thank you for discussing this with me and for taking the time to put forward a counteroffer.

I would like to take [24/48 hours] to consider it properly and will come back to you by [date/time].

Kind regards,

[Your Name]

9. Counteroffer acceptance confirmation

Use if you decide to stay. Keep a written record of what has been agreed.

Dear [Manager Name],

Thank you for discussing my position and future with the business.

Following our conversation, I am happy to confirm that I will be staying with [Company Name] on the basis of the agreed changes: [salary/title/responsibilities/working pattern/start date of changes].

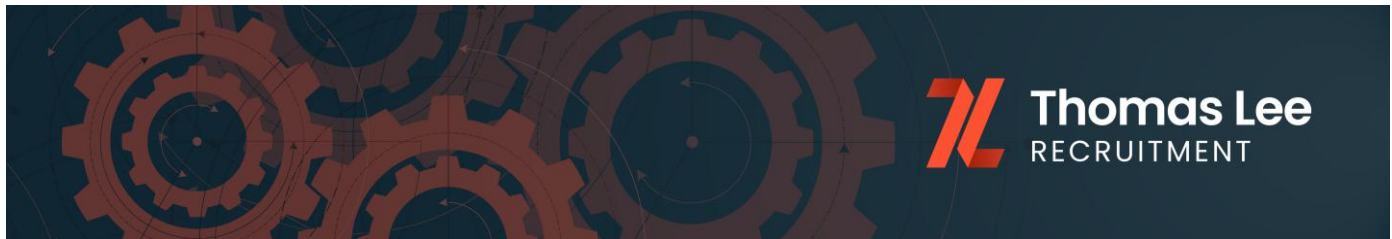
Please could you confirm the details in writing for my records.

Kind regards,

[Your Name]

Handover checklist

- Current projects and status
- Key deadlines
- Open customer or supplier issues



- Regular reports or recurring tasks
- Important contacts
- Systems, files and folder locations
- Known risks or problems
- Outstanding actions
- Training notes for whoever takes over
- Final holiday/TOIL position

10. Handover email

Send this once your leaving date is agreed or near the end of notice.

Subject: Handover notes - [Your Name]

Dear [Manager Name],

As discussed, I have pulled together the key handover notes for my role before my final working day on [date].

Current priorities: [brief list]

Outstanding actions: [brief list]

Key contacts: [brief list]

File/system locations: [brief list]

Known risks or watch-outs: [brief list]

Please let me know if there is anything else you would like me to add before I leave.

Kind regards,

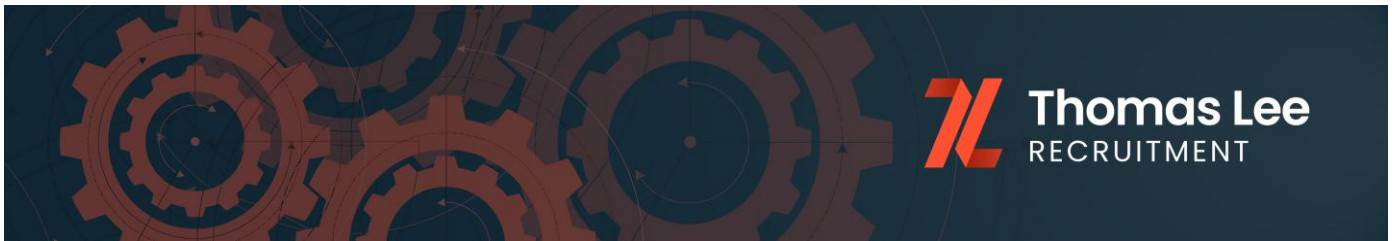
[Your Name]

Dos and don'ts

Do	Do not
Check your contract before resigning.	Do not resign in anger.
Keep your email short and factual.	Do not write a long emotional essay.
Resign after the new offer is clear.	Do not assume notice can be shortened.
Confirm your final working day.	Do not bad-mouth people in writing.
Offer a clean handover.	Do not threaten or bargain unless you mean it.
Stay professional until the last day.	Do not mentally leave before you have actually left.

Final working day checklist

- Return equipment, keys, cards and uniform if required.
- Confirm final pay, holiday pay and expenses process.



- Send handover notes.
- Save copies of payslips/P60s where appropriate.
- Say thank you to people who helped you.
- Leave cleanly. It is a small world.