Ashford Business Services Ltd

Employee Resignation Letter

A clear, courteous notice of resignation, with a handover offer.

9 November 2026 **To:** Sarah Mitchell**,** Manager role

Ashford Business Services Ltd

14 Oakfield Road, Birmingham B17 9JH **From:** James Patel**,** Employee role**,** Operations

Subject: Notice of resignation - James Patel **Dear** Sarah Mitchell**,**

I am writing to give notice of my resignation from my role as Employee role **in** Operations**. My last working day will be** Last working day**, which is the end of my notice period of** November 2026**.**

My reason for leaving is Reason for leaving as agreed at the meeting**.**

Note: delete the paragraph about your reason if you prefer not to give one.

Thank you for the opportunities I have had during my time at Ashford Business Services Ltd**. I have valued** what you valued most, for example the support of your team**.**

I am happy to help with a handover before I leave. I will Handover help you will offer, for example prepare handover notes and brief your replacement as agreed at the meeting**. Please let me know what would be most useful.**

Please confirm that you have received this letter, and confirm my final pay date and any outstanding leave. My contact details after my last working day are helen.morris@ashford-business-services.co.uk **and** 01632 960 123**.**

Yours sincerely,

James Patel Employee role

Employee ID

01632 960 123 helen.morris@ashford-business-services.co.uk

9 November 2026

Check before sending

- [ ] My last working day matches my notice period
- [ ] I have kept a copy of this letter
- [ ] I have told Sarah Mitchell in person, where possible
- [ ] Handover notes are ready or in progress

Document control

Document: Employee Resignation Letter

Prepared by: _____ **Owner:** _____

Version: 1.0 Date: _____