

# Notice Period Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

Dear [Manager's Name],

I am writing to formally acknowledge my resignation from my position at [Company Name], effective [Last Working Day], and to confirm the details of my notice period as per our discussion.

According to my employment contract, I am required to serve a notice period of [Insert Notice Period Duration]. I assure you that I will work diligently during this time to ensure a smooth transition.

Please let me know if there are specific tasks or responsibilities you would like me to focus on during my notice period. I am committed to providing support to my team and the company during this transition.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I appreciate your understanding and support regarding my decision.

Sincerely,

[Insert Employee Name]

[Insert Employee Contact Information]