

Resignation Letter

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DATE [DATE]
TO [LINE MANAGER / HR]
EMPLOYER [EMPLOYER NAME]

Notice of resignation

I, [EMPLOYEE FULL NAMES], employed as [JOB TITLE] since [START DATE], hereby give notice of my resignation in terms of section 37 of the Basic Conditions of Employment Act 75 of 1997 and my contract of employment.

My notice period is [ONE WEEK / TWO WEEKS / ONE CALENDAR MONTH] and my last working day will therefore be [LAST DAY].

I undertake to assist with a proper handover during the notice period and to return all company property by the last day. Kindly confirm the procedure for my final salary, leave pay-out and UI19.

Thank you for the opportunity to have served [EMPLOYER NAME].

Employee

Date:

Authorities cited (OSCOLA)

References use the Oxford Standard for the Citation of Legal Authorities (OSCOLA). Verify against the latest consolidated text before signing.

- Basic Conditions of Employment Act 75 of 1997 (RSA), s 37 (notice of termination).
- Labour Relations Act 66 of 1995 (RSA).
- Unemployment Insurance Act 63 of 2001 (RSA).