

Resignation Letter (UAE): Sample

Print on plain paper or send by email, fill in the bracketed parts, sign, and keep a copy together with proof that your employer received it.

[Your Full Name]
[Employee ID] | [Job Title] | [Department]
[Mobile] | [Email]

Date: [DD/MM/YYYY]

To: [Manager Name], [Title]
[Company Name]
[Company Address]

Subject: Resignation from the position of [Job Title]

Dear [Manager Name],

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

In line with my employment contract, I will serve a notice period of [number] days, and my last working day will be [DD/MM/YYYY].

I will make sure my work is handed over properly before I leave. Please let me know the arrangements for the handover, the return of company property, and the settlement of my final dues, including my end-of-service gratuity and any unused annual leave.

I would also be grateful for an experience certificate confirming my period of service and my position.

Thank you for the opportunities I have had during my time with [Company Name].

Yours sincerely,

[Signature]
[Your Full Name]

Acknowledgement of receipt (for the employer)

Received by: [Name] | Title: [Title] | Date: [DD/MM/YYYY] | Signature: [Signature]

This is a general sample for information only. It is not legal advice and not an official government form. Adapt it to your contract and your situation, and check current requirements with the relevant authority or employer before use. Last reviewed: 21 September 2026.