

MICROSOFT CORPORATION RESIGNATION LETTER

To: _____

Human Resources Department

Microsoft Corporation

One Microsoft Way

Redmond, WA 98052

From:

Employee Name: _____

Employee ID: _____

Position/Title: _____

Department: _____

Subject: Resignation from Employment

Dear Human Resources Manager,

I hereby formally tender my resignation from my position at Microsoft Corporation, effective immediately upon delivery of this letter or as otherwise agreed. This resignation is made voluntarily and with careful consideration.

I acknowledge that I have fulfilled and will fulfill all my duties and responsibilities up to the date of resignation, and I will cooperate in the transition of my role to minimize any disruption.

I understand and acknowledge that this resignation will result in the termination of my employment relationship with Microsoft Corporation, and I will comply with any applicable company policies regarding return of company property, confidentiality, and non-disclosure agreements.

I confirm that I have received all due payments and entitlements as required by law and company policy up to the date of resignation. I waive any further claims to salary, benefits, bonuses, or incentives beyond this date, except as may be legally mandated or contractually agreed upon.

Please consider this letter as my formal notice, and I request that you provide me with written acknowledgment of my resignation and any final instructions regarding offboarding procedures.

I appreciate the opportunities I have had while working for Microsoft Corporation and wish the company continued success.

Sincerely,

Employee Signature

Date

Signature: _____

Date: _____

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