

## [RESIGNATION / TERMINATION LETTER TEMPLATE]

(Prepared in accordance with the Employment Code Act No. 3 of 2019)

**Jurisdiction:** Republic of Zambia

**Document Type:** Employment Exit Letter

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### OPTION A: RESIGNATION LETTER (To be completed by Employee)

[Your Full Name]

[Your NRC Number]

[Your Residential Address]

[Phone Number]

[Email Address]

**Date:** [Insert Date]

**To:**

The Human Resources Manager

[Company Name]

[Company Address]

**Subject: Notice of Resignation**

Dear Sir/Madam,

I hereby tender my formal **resignation** from the position of [Job Title], effective [insert final working day], in accordance with Section **48(1)** of the **Employment Code Act No. 3 of 2019**, which requires [insert notice period – e.g., one month] notice.

My decision to resign is based on [insert reason – optional]. I am grateful for the opportunity to work with [Company Name] and for the support provided throughout my tenure.

Kindly ensure the following upon my departure:

- Payment of all accrued salaries, benefits, and terminal dues
- Issuance of a certificate of service under **Section 54(6)** of the Act
- Handover procedures completed and documented

Please let me know the appropriate process for final clearance and exit formalities.

Yours faithfully,

[Signature]

[Full Name]

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## **OPTION B: TERMINATION LETTER (To be completed by Employer)**

[Employer's Letterhead]

[Company Name]

[Company Address]

[Phone/Email]

**Date:** [Insert Date]

**To:**

[Employee's Full Name]

[Employee's Address]

[NRC Number]

**Subject: Termination of Employment**

Dear [Employee Name],

This letter serves as formal notification that your employment with **[Company Name]** as a **[Job Title]** is hereby **terminated**, effective [insert termination date].

This action is being taken pursuant to **Section 48** of the **Employment Code Act No. 3 of 2019**, and for the following reason(s):

☐ Redundancy – Section 54]

☐ Misconduct – Section 49]

☐ Poor Performance – Section 50]

☐ End of Fixed-Term Contract – Section 44]

☐ Other: \_\_\_\_\_]

You are entitled to:

- ☐ Salary up to date of termination
- ☐ Notice pay (if applicable)
- ☐ Accrued leave days
- ☐ Gratuity or severance (if applicable)
- ☐ Certificate of service (**Section 54(6)**)

Kindly report to the Human Resources Office for handover and clearance. Please note your right to appeal or seek redress through the appropriate labour channels if you dispute this decision.

Yours faithfully,

[Name of HR/Authorized Signatory]

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

## GOVERNING LAW & CONFIDENTIALITY CLAUSE

This communication shall be treated as a legally binding employment record governed by the provisions of:

- **Employment Code Act No. 3 of 2019**
- **Industrial and Labour Relations Act, Cap. 269** (for unionised workers)
- Any applicable terms in the Employment Contract or Company Handbook

The contents herein are confidential and subject to employment-related data protection policies.

**ACKNOWLEDGEMENT OF RECEIPT**

☐ I, **[Employee Name]**, acknowledge receipt of this letter and confirm my understanding of its contents.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**[Employer or Law Firm Stamp (if applicable)]**

**Official Stamp:** \_\_\_\_\_