Qatar resignation letter for expats

Editable sample letter: replace the details with your own records before signing

Date: [Issue date]
From: [Employee Name], sales coordinator
Qatar ID (QID): [Qatar ID]
To: The general manager, [Company], Doha
Subject: Resignation
Dear general manager,
I resign from my role as sales coordinator at [Company] My employment contract requires one month of written notice. I give that notice because the contract says one month, not because this letter decides the law. My proposed last working day is [Last working day].
I will hand the customer file and the showroom keys to the supervisor during the notice. Please confirm the last day in writing.
This letter does not ask you to calculate end-of-service pay and it does not cancel my residence permit. Those steps, if they happen, are separate from this notice.
Yours sincerely,
[Employee Name]