Saudi resignation letter for expats

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

Date: [Issue date]
From: [Employee Name], payroll clerk
Iqama: [Iqama number]
To: The finance manager, [Company], Riyadh
Subject: Resignation
Dear finance manager,
I resign from my role as payroll clerk. I am paid monthly. My employment contract requires 60 days of written notice, so I give 60 days. That number is from the contract, not a ruling I am making about the labour law. My proposed last working day is [Last working day].
I will hand the payroll calendar and the safe key to you during the notice. Please confirm the last day in writing.
This letter does not calculate end-of-service pay or a GOSI balance, and it is not a request for an exit visa.
Yours sincerely,
[Employee Name]