UAE resignation letter for expats

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

Date: [Issue date]
From: [Employee Name], site supervisor
To: The project manager, [Company], Dubai
Subject: Resignation
Dear project manager,
I resign from my role as site supervisor. The notice printed in my employment contract is 30 days. I give that notice. My proposed last working day is [Last working day].
I will hand the daily-report file and my site card to you before that day. Please confirm the last day in writing.
I ask that end-of-service gratuity and any leave balance be handled in the settlement after the last day. I am not stating a gratuity amount. This letter does not cancel my visa or my work permit, and it is not a ministry form.
Yours sincerely,
[Employee Name]