Resigning during probation

During probation seven days are enough, at any time, not to a month end (Art. 335b). Probation lasts one month, three at most by contract.

Fill in the fields in square brackets.

[First name Last name]
[Street, postcode, town]

Registered mail
[Name / company]
[Street, postcode, town]

[Place], [DD.MM.YYYY]

Resignation during probation

Dear Sir or Madam,

I hereby give notice to terminate my employment as [job title] during the probation period, with the seven days' notice provided for in Art. 335b of the Swiss Code of Obligations, as of [DD.MM.YYYY].

Should this date not respect the notice period, this notice takes effect on the next possible date.

Please issue me a confirmation of employment or a reference letter and settle my salary and remaining holiday until I leave.

Yours faithfully,

[First name Last name]

Legal basis: Swiss Code of Obligations (SR 220), Insurance Contract Act (SR 221.229.1), Health Insurance Act (SR 832.10), version in force, checked on 1 Nov 2026. There is no official English version of Swiss federal law: the articles are referred to, not quoted. Template by ConvivaPlus. Not legal advice.
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