Resigning from your job

After probation: 1 month in the first year of service, 2 months up to the ninth, then 3, each to the end of a month, unless the contract says otherwise (Art. 335c). Including a request for your reference letter.

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

Dear Sir or Madam,

I hereby give notice to terminate my employment as [job title] as of [DD.MM.YYYY], observing the contractual notice period.

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

Please issue me a reference letter (Arbeitszeugnis) and let me know how my remaining holiday and overtime will be compensated until I leave.

Thank you for our collaboration.

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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