

This letter is the request. The statute decides what happens next. In Saudi Arabia, resignation is defined as the worker's written, uncoerced wish to end a fixed-term contract, without a condition, and the employer's acceptance. Royal Decree No. M/44 of 8/2/1446H added that definition; the Bureau of Experts note says the amendments apply from 20/8/1446H. [2][3] Article 79 bis: the request is deemed accepted after 30 days with no reply; the employer may defer acceptance for up to 60 days, before those 30 days end, by a written reasoned explanation, and the deferral runs from the date that explanation is given. [1][3] An indefinite contract uses the Article 75 notice instead. [1] In the UAE, Article 43 of Federal Decree-Law No. 33 of 2021 requires written notice of a period agreed in the contract of not less than 30 days and not more than 90 days. [4] There is no Saudi-style deemed acceptance in that article. The employment contract remains the one documented on Qiwa or registered with MOHRE. [5][6][7][8]

🔗 **Labor Law text (HRSD):** <https://www.hrsd.gov.sa/علاقات-العمل>

🔗 **Federal Decree-Law No. 33 of 2021:** <https://uaelegislation.gov.ae/en/legislations/1541>

🔗 **Qiwa contract management:** <https://qiwa.sa/ar/service-overview/business-owners/manage-current-employees/contract-management>

🔗 **MOHRE contracts:** <https://www.mohre.gov.ae/en/services/issuancerenewal-of-employment-contracts-2022>

Resignation letter

A written resignation for one private-sector employment contract in Saudi Arabia or the UAE. It does not replace the contract on Qiwa or the contract registered with MOHRE, and it does not settle the end-of-service award. Replace every [placeholder] and delete the option that does not apply.

1. The writer and the employer

From: [worker's name, ID number, job title, address]. To: [employer's name as in the commercial register, CR number, address]. Date of this letter: [date].

2. The contract

This letter concerns the employment contract dated [date], reference [Qiwa / MOHRE / other: ●], for the work of [role] at [place]. The contract is: **Option A** fixed-term, ending on [date]. **Option B** indefinite. Delete the option that does not apply.

3. The request

I state, in writing and without coercion or condition, that I wish to end the contract named in clause 2. I do not set a deferred date for this request.

4. Which rule you are using

(a) Saudi Arabia, fixed-term contract. I ask you to accept this resignation. If you do not reply, Article 79 bis applies: the request is deemed accepted after 30 days; you may defer acceptance for no more than 60 days, by a written reasoned explanation given to me before the 30 days end.

(b) Saudi Arabia, indefinite contract. This is notice under Article 75. My wage is [monthly / not monthly]. I give at least [30] days' written notice before the end date [date].

(c) UAE private sector, outside probation. I give written notice under Article 43. The warning period in the contract is [●] days, which is not less than 30 and not more than 90. I will work during that period if you ask me to.

(d) UAE, during probation. The written notice is the one in Article 9, not Article 43. State which Article 9 case applies: [employer ending the probation / worker moving to another employer in the State / foreign worker leaving the State].

5. Withdrawal

Saudi Arabia only. I may withdraw this request within seven days of presenting it, unless you have accepted it before I withdraw. Delete this clause for a UAE letter.

6. The contract stays in force

Until the contract ends under the rule in clause 4, it stays in force and both parties perform it. In Saudi Arabia that is Article 79 bis (5) while the request is open, or the Article 75 notice period for an indefinite contract. In the UAE the contract stays effective through the warning period and ends when that period ends, and the worker is entitled to the full wage for the period on the last wage.

7. Rights this letter does not waive

I do not waive rights the statute gives when the contract ends. This letter is not a release and it is not a [settlement](#). End-of-service pay is calculated under the schedule, not agreed away here. See [end-of-service gratuity](#) and the [employment contract template](#).

8. Delivery and signature

I delivered this letter on [date] by [hand, with a signed copy / the employer's official channel: ●].

Worker: name [●] · signature [●] · date [●]

Employer acknowledgement of receipt only (not acceptance, unless you write "accepted"):
name [●] · signature [●] · date [●]

Schedule A. Saudi Arabia

Fixed-term resignation is Article 79 bis. An indefinite contract is Article 75. The award fractions are Article 85, on top of the Article 84 base. [1][2][3]

Point	Text relied on
Definition	Resignation is a written, uncoerced, unconditional wish to end a fixed-term contract, plus the employer's acceptance. Added by Royal Decree No. M/44 of 8/2/1446H. [2][3]
Where it sits	Article 74 includes resignation as a way the contract ends, beside termination by will in an indefinite contract under Article 75. [1]
Silence	Deemed accepted after 30 days with no reply. [1][3]
Deferral	Up to 60 days if the interest of the work requires it, by a written reasoned explanation given before the 30 days end. The deferral runs from the date of that explanation. [1]
End date	The date of acceptance, or the 30 days with no reply, or the end of the deferral. [1]
Withdrawal	Seven days from presentation, unless the employer has already accepted. No deferred date in the request. The contract stays in force meanwhile. [1]
Indefinite contract	Monthly wage: at least 30 days' written notice from the worker, 60 from the employer. Other wages: at least 30 days from either party. A party who skips the notice pays the wage for that period, unless they agree more. [1]
Award on resignation	Article 84 is the base (half a month per year for the first five years, one month per year after that, on the last wage). Article 85: one third after 2–5 years, two thirds after 5 and under 10, the full award at 10 or more. [1]

Schedule B. United Arab Emirates

Federal Decree-Law No. 33 of 2021, private sector. Article 3 excludes federal and local government employees, the armed forces, police and security, and domestic workers. [4]

Point	Text relied on
Who may end it	Article 42 (3): at the request of either party, observing the decree's termination rules and the warning period agreed in the contract. [4]
Article 43	Legitimate reason, written notice, work during the agreed warning period of 30 to 90 days. The contract stays in force and ends when the period ends. Full wage for the period on the last wage. [4]
Same length	The warning period must be the same for both parties unless the difference favours the worker. The parties may agree to waive or shorten it while preserving the worker's rights for the period in the contract. [4]
Warning allowance	The party who does not observe the period pays a warning allowance equal to the wage for the whole period or the remainder, even if there is no harm. [4]
Time to look for work	If the employer terminates, the worker may take one unpaid working day a week during the warning period, telling the employer at least three days ahead. [4]
Probation	Article 9, not Article 43. Employer: written notice of at least 14 days. Worker moving to another employer in the State: at least one month. Foreign worker leaving the State: at least 14 days. [4]
Gratuity	Article 51. A national worker: under the pensions and social-security legislation. A foreign full-time worker with at least one continuous year: 21 days' basic wage per year for the first five years and 30 days per year after that, pro-rated after the first year, unpaid absence excluded, and the total capped at two years' wage. [4]

Qatar, Bahrain, Kuwait, Oman, DIFC and ADGM

- This page does not state a resignation or notice rule for Qatar, Bahrain, Kuwait or Oman.
- It does not state DIFC or ADGM employment rules. The federal decree-law's private-sector scope is Article 3. [4] For the contract form itself, use the [employment contract template](#).

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Sources

- [1] HRSD, Labor relations: consolidated Labor Law articles, including Articles 74, 75, 79 bis, 84 and 85 <https://www.hrsd.gov.sa/%D8%B9%D9%84%D8%A7%D9%82%D8%A7%D8%AA-%D8%A7%D9%84%D8%B9%D9%85%D9%84>
- [2] Bureau of Experts, Labor Law (Royal Decree No. M/51 of 23/8/1426H), including the Royal Decree No. M/44 of 8/2/1446H note on the definition of resignation <https://laws.boe.gov.sa/BoeLaws/Laws/LawDetails/08381293-6388-48e2-8ad2-a9a700f2aa94/1>
- [3] Umm Al-Qura, the amendments to the Labor Law, including the added definition of resignation and Article 79 bis (published 19/2/1446H) <https://www.uqn.gov.sa/details?p=25379>
- [4] UAE Legislation, Federal Decree-Law No. 33 of 2021 regulating labour relations (English text read from the official download; Articles 3, 8, 9, 42, 43 and 51) <https://uaelegislation.gov.ae/en/legislations/1541>
- [5] Ministry of Human Resources and Social Development (HRSD), news release on documenting employment contracts through Qiwa <https://www.hrsd.gov.sa/media-center/news/1171584>
- [6] Qiwa, Contract management service for business owners <https://qiwa.sa/ar/service-overview/business-owners/manage-current-employees/contract-management>
- [7] Ministry of Human Resources and Emiratisation (MOHRE), Issuance and renewal of employment contracts service <https://www.mohre.gov.ae/en/services/issuancerenewal-of-employment-contracts-2022>
- [8] UAE Government portal (u.ae), Employment of expatriates in the private sector <https://u.ae/en/information-and-services/jobs/Sector-of-employment/employment-in-the-private-sector/expatriates-employment-in-private-sector>