

ACKNOWLEDGE A RESIGNATION LETTER TEMPLATE



EMPLOYEES - LEAVERS

Add/delete information in brackets as appropriate

[add date]

PRIVATE AND CONFIDENTIAL

[add address]

Dear [add name],

Further to [our conversation on [add date]] or [your letter dated [add date]], I write to confirm that your [verbal/written] resignation is accepted. You indicated that you would [not be returning to work] or [be working your notice period]. Your last day of employment, your termination date, will therefore be [add date of resignation or date at the end of the notice period].

You will be paid up to and including your termination date. You will also receive payment for any holidays you have accrued during the current holiday year up to your termination date but have not taken. All payments owing to you will be made [confirm arrangements for final payments]. Your P45 will be sent to you in due course.

[I would like to take this opportunity to thank you for your valued contribution to the Company and wish you every success in the future.]

Yours sincerely,

[add name]

[add title]