

[Insert employees name and address]

[Insert date]

Dear [insert name of employee],

Receipt of Resignation

I refer to your [letter/email] of resignation dated the [insert date].

Subsequently, it is with regret I am now acknowledging our acceptance of your resignation. The reason that you have given for your resignation is [insert reason].

I understand that you have given [insert number] of weeks' notice [or with immediate effect] as of today's date. This would mean that your last date of employment with us will be [insert date].

Please remember that you are still bound by the terms of your employment contract, even after the termination date. Subsequently we may invoke post termination clauses such as breaking company confidentiality, soliciting our clients or poaching our staff if we feel your actions warrant it.

Please ensure that you have returned all company property in good order by the termination date. Any damaged or missing items may be covered by a payroll deduction, as per your contract.

Any outstanding monies owed to the company [for tools/ company loans/ excessive annual leave/ training costs] will be deducted as per your contract from your final pay.

[We will calculate any accrued annual leave to your last working day, and will be paid with your final salary. If you have used more holidays than accrued to your last day of employment, a deduction from your final pay will be made.]

Your final salary will be paid on [insert date].

Your P45 will follow within shortly of this payment.

In the meantime please do not hesitate to contact me if you have anything to discuss.

I would like to take this opportunity to thank you for the service that you have given this company since you have been employed with us. We wish you the best for the future

Yours sincerely,