

Insert Company  
Logo

Date

<Employee Name>  
Physical Address or email address  
Address

### Strictly Private and Confidential

Dear <Employee Name>

Further to our discussions on <insert date> with regards to your resignation dated <insert date>. This letter is to confirm that your resignation has been accepted. As per your resignation, your last working day will be <insert date>.

Please ensure that you return all company property in the manner that it was issued to you.

We will be processing your final pay in the week commencing <insert date> for any monies that is owed to you.

All company property including <list any relevant company property, ie: uniforms, mobile phones etc...> should be returned to <contact person> by <date>. If we have not received all company property by this date, a deduction will be made in your final pay for these items. Upon receipt of all company property, we will release this amount to you.

We trust that you will maintain your high level of performance throughout your notice period and will hand over your duties in a seamless way. Thank you for your time at <insert company name> and wish you the best of luck in your future endeavours.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Manager  
Manager Title  
**Company**

cc: anyone from the organisation that you are sending this letter to