[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Acknowledgement of Resignation**

We confirm receipt of your letter of resignation dated [***insert date***] and acknowledge your resignation from [***insert name of Company***] (the ***Company***).

Under the terms of your contract of employment you are required to give [***insert number of weeks/months required notice period***] notice to the Company. Your last day of employment will be [***insert date***].

[Under the terms of your contract of employment will not be required to work out your notice period and the cessation of your employment will be on [***insert date***]. In lieu of working your notice period, you will receive a lump sum payment equivalent to the salary you would have received in working your notice period. This sum will be subject to the usual deductions for tax and National Insurance.]

Your final payment will provide for any accrued holiday entitlement or any holiday taken in excess of your entitlement to leave for the year to date.

These amounts are included in your final salary payment, full details of which are provided in the Schedule enclosed herewith.

[It is the Company’s usual practice to invite employees to attend a termination interview. This has been arranged for [***insert date and time***] at [***insert location***]. This interview will be carried out [***insert name and job title***].

[You are requested to return all Company property to [***insert name and job title***] on or before [***insert date***].] [Please contact [***insert name and job title***] in respect of the return of your company car.]

[You are reminded that your contract of employment details confidentiality duties and restrictions in respect of the activities you are permitted/not permitted to engage in on cessation of your employment with the Company.]

Please do not hesitate to contact me if you have any questions. [The Company will of course be able to provide references to assist you in seeking new employment.]

We wish you success in seeking further employment and thank you for your contribution to the Company.

Yours sincerely

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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