<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<   >>

Ack... ...ation

We hereby confirm receipt of you... ...ated <<Date>> and acknowledge your resignation from <<Name of ... any").

Under the terms of your contra... ...are required to give <<no. of months/weeks of Notice Period>>... ...Your last day of employment will be <<Date>>.

[Under the terms of your contract ... ...e required to work out your notice period and the cessation of your ... ...<<Date>>. In lieu of working your notice period you will receive a lu... ...alent to the salary you would have received in working your notice p... ...ubject to the usual deductions for tax and National Insurance.]

Your final payment will provide fo... ...ntitlement or any holiday taken in excess of your entitlement to leave...

These amounts are included in yo... ...ull details of which are provided in the Schedule enclosed herewith.

[It is the Company's usual practice ... ...ttend a termination interview. This has been arranged for <<Time a... ...n>>. This interview will be carried out <<Name>>.

[You are requested to return all ... ...<<Name & Title>> on or before <<Date>>.] [Please contact <<Na... ...turn of your company car.]

[You are reminded that your c... ...details confidentiality duties and restrictions in respect of the act... ...d/not permitted to engage in on cessation of your employment with...

Please do not hesitate to contact ... ...ions. [The Company will of course be able to provide references to a... ...employment.]

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

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company ...