

[Print on one side of the paper or insert Address]

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

<<Date>>

Dear << >>

Acknowledgement of Resignation

We hereby confirm receipt of your resignation dated <<Date>> and acknowledge your resignation from <<Name of Company>> (hereinafter referred to as "Company").

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

[Under the terms of your contract of employment, you are required to work out your notice period and the cessation of your employment on <<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, subject to the usual deductions for tax and National Insurance.]

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

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

[It is the Company's usual practice to require you to attend a termination interview. This has been arranged for <<Time and Date>>. This interview will be carried out by <<Name>>.]

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

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

Please do not hesitate to contact us if you require any assistance. [The Company will of course be able to provide references to assist you in your future employment.]

We wish you success in seeking employment elsewhere. Thank you for your contribution to the Company.

Yours sincerely

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