9. Acknowledgement of Resignation Letter

Private & Confidential
Name
Address

Date

Note: This letter should be issued after receiving an employee's resignation in writing. The contents of the letter relating to benefits or Terms and Conditions, e.g. notice period, should all align with the current contract of employment. If you require further guidance please contact Cornhill HR via Voscur, [Delete this after reading]

Dear **Name**

Acknowledgement of Resignation

I am writing to confirm that you have given the Organisation **x weeks/months'** notice of your intention to terminate your contract of employment, which we accept.

As a result, your employment will terminate on **date**, by which time you must return any of the Organisation's property in your possession.

You will be expected to take any unused holiday before your termination date and should book these dates with your Manager by [insert date].

or You will have taken X days in excess of your holiday entitlement and so the Organisation will seek to recoup the excess from your final salary as per the terms of your contract of employment.

or We calculate that you will have X days' holiday left to take at the time you leave, which will be paid to you as part of your final salary unless you notify us that you will be taking further holiday before [insert date].

Your final salary payment will be on [insert date] after which your P45 will be sent to your home address. Please be reminded that the following benefits will also cease as of [insert date]:

- **List benefits here**

I would remind you about the post-termination restrictions contained in your contract of employment, to which you are bound even after your employment ends.

I would like to conduct an Exit Interview with you prior to your departure. This will either be carried out in person or over the telephone. So that we can agree a mutually convenient time please let me know by email [insert email].

May I wish you every success in your future career and do please contact me if you have any queries.

Yours sincerely

Name
Job Title