



D.I.Y. TEMPLATES

Verbal Resignation Acceptance Letter

Mr Joe Bloggs
c/o LID Enterprises
123 Main Street
Belfast
BT00 0ZZ

1st May 2017

Dear Mr Bloggs,

Re: Resignation

I write with reference to your verbal resignation which you gave on 28th April 2017.

You explained that you have accepted the offer of a new job as were dissatisfied with your role within our Company. You confirmed that you did not wish to raise a grievance in relation to your comments but stated that you would not be willing to work your notice period.

Your verbal resignation has been accepted and we would confirm that, as you failed to work your notice, your effective termination date is 28th April 2017.

Any outstanding monies owed (if applicable) will be processed in the next payroll, and your P45 will be forwarded to you in due course.

Yours sincerely,

Jayne Doe
Manager

Should you have any queries regarding this template or if you would like assistance in dealing with any employee relations issues please do not hesitate to contact Neil or a member of the Personnel & Training Services team on 028 2564 4110 or by emailing enquiries@pts-ni.com .