**Private & Confidential**

Name

Address

Date

Dear

**Acceptance of Resignation**

I am writing to formally confirm our acceptance of your resignation that was tendered on [DATE]. Your last day of employment will be [DATE], and you will only be paid until this date. Your last working day [will be]/[was] [DATE].

Any holiday entitlement owed to you will be paid within your final salary or deducted if you have overtaken.

[We may also deduct any training costs that are due to us].

Your P45 will be sent to your home address which we hold on file, and your final payslip will be sent shortly after leaving. To keep a record of your earnings, deductions, NI number etc., we advise you to keep your final payslip and your P60 for the last tax year, if applicable.

[Please promptly submit any outstanding overtime or expense claims where applicable to the relevant parties so that these may be processed promptly].

[This is to remind you that your contract contains, and does legally bind you to, several post-employment restrictive covenants which will apply once you leave. Please read these carefully and ensure they are observed].

Finally, thank you for your work during your time with us, and we wish you every future success.

Yours sincerely,

Name

Job Title

Company Name