**LETTER TO CONFIRM RECEIPT OF RESIGNATION**

Dear [NAME]

**Resignation**

I write to acknowledge your resignation which you submitted [by letter/ email dated [DATE]] **or** [verbally to [NAME]].

The following arrangements will apply:

1. You will be paid up to [DATE] which will be your last day of employment.
2. You will receive any accrued untaken holiday entitlement as at the date your employment ends.
3. You must return any Company property in your possession on or before the date your resignation takes effect.

We will send you your P45 in due course.

May I take this opportunity to thank you for your time and efforts in the Company's employment and wish you all the very best for the future.

Yours sincerely,

[NAME]