

[State method of delivery]
PRIVATE & CONFIDENTIAL
[Employee Name]
[Employee Address]

[Date Letter Sent]

Dear [Employee Name]

Resignation

Further to your resignation by [email/letter/conversation] dated/on [date], we are sorry that you have decided to move on.

You have given [number] weeks notice and your last day will therefore be [date]. We expect the same standard of work and commitment during your notice period.

Any property which belongs to the company must be returned before or on your last day.

Your P45 will be sent to you after your employment has ended and any owed holiday pay will be included in your final pay.

Yours sincerely

[name]

[position]