

[Print on one side or insert Address]

<<Name of Employee>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Resignation and Adoption

We hereby confirm receipt of your resignation from <<Company>> dated <<Date>> and acknowledge that you have agreed to leave under the terms of your contract of employment you are required to provide <<Notice>> notice.

[You have provided the requisite notice and your employment will terminate on <<Date>>] [You are currently on adoption leave your employment will terminate on <<Date>> the last day of your adoption leave..]

[You have not provided the requisite notice and your employment will terminate on <<Date>>], thus providing us with <<Notice>> notice.

[Whilst you have not provided the requisite notice, it has been decided that you may nevertheless end your employment with <<Company>> on <<Date>> is the last day of your adoption leave.]

You will be paid any remaining Statutory Sick Pay.

[Your final payment will provide for any entitlement to leave in excess of your entitlement to leave and any holiday taken in excess of your entitlement to leave. These amounts are included in your final salary payment, full details of which are set out in the Schedule enclosed herewith.]

[It is our usual practice to invite employees to a resignation interview. This has been arranged for <<Time and Date>> and the interview will be carried out by <<Name>>.]

[You are requested to return all company property to <<Name & Title>> on or before <<Date>>.] [Please contact <<Name & Title>> on <<Date>> to arrange the return of your company car.]

[You are reminded that your contract of employment contains details confidentiality duties and restrictions in respect of the activities you are and/or not permitted to engage in on or after the date of cessation of your employment with <<Company>>.]

Please do not hesitate to contact <<Name & Title>> if you require any assistance. [We will of course be able to provide references to assist you in your search for new employment.]

We wish you success in seeking <<New Employment>> and thank you for your contribution to <<Company / Employer>>.

Yours sincerely,

<<Name>>
<<Title>>