TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Resignation acceptance letter

Dear **[name of employee]**,

I confirm receipt of your resignation dated **[date of employee's resignation]**.

I can confirm your final day of work will be **[date]**

You will receive your final pay on **[date]**.

Your total final pay, including owed holiday **[and deductions]**, will be **[£XXX.XX]**.

**[Optional – if final pay includes any deductions]**  We've deducted money from your final pay for **[what the pay deduction is for – for example, the cost of training agreed in your contract, outstanding loans]**.

**[Optional – if pay in lieu of notice applies]** We would like to offer you pay in lieu of notice. We will discuss this with you further.

Please return any company property to **[contact person]** at **[business address]** on your final day. This includes your **[list of what the employee needs to return – for example, ID card, security pass, laptop, mobile phone, company car, and any other equipment supplied by the company].**

If you need an employment reference, please contact **[name of person or department to contact].**

Thank you for all your work during your time at **[Business or organisation name]**.

Yours sincerely,

**[Your Signature]**

**[Your name]**