

[Print on one side or insert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Acknowledgement

We hereby confirm receipt of your resignation dated <<Date>> and acknowledge your resignation from <<Name of Company>> (the "Company").

Under the terms of your contract of employment, you are required to give <<no. of months/weeks of Notice Period>> notice. Your last day of employment will be <<Date>>.

[Under the terms of your contract of employment, you are required to work out your notice period and the cessation of your employment on <<Date>>. In lieu of working your notice period you will receive a lump sum payment equivalent to the salary you would have received in working your notice period, subject to the usual deductions for tax and National Insurance.]

Your final payment will provide for any accrued entitlement or any holiday taken in excess of your entitlement to leave.

These amounts are included in your final payment, the details of which are provided in the Schedule enclosed herewith.

[It is the Company's usual practice to require you to attend a termination interview. This has been arranged for <<Time and Date>>. This 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 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 permitted and/not permitted to engage in on or after the cessation of your employment with the Company.]

Please do not hesitate to contact <<Name & Title>> if you are unable to provide references to assist in your search for new employment. [The Company will of course be able to provide references to assist in your search for new employment.]

We wish you success in seeking new employment and thank you for your contribution to the Company.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

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