# Resignation acceptance letter template

A template for employers to accept an employee's resignation by email or letter. You will need to adapt this to your needs and situation.

Instructions or options to fill in this template are in [square brackets].

[Business or organisation name]

[Business address]

[Date]

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 name]

[Your position]

[Business or organisation name]