

Name and Address of person who has resigned.

Date

Dear (name - Mr. Smith, or first name if appropriate)

Your resignation from the position of (job title and site/department/division as applicable), effective from (date of effective resignation which should be confirmed with HR department or equivalent), is accepted.

According to your contract of employment you will work until (date that employment ceases according to notice period, calculated from stated effective date of resignation - and agreed with HR department or equivalent).

(Optional:) While working your period of notice you will obviously continue to be subject to your conditions of employment, and I would be grateful for you to maintain your normal high level of commitment to your job up to the time you leave.

(Insert specific instructions relating to leaving procedures, eg., return of equipment, company car, completion of expenses, final pay details, etc.)

(Insert details of exit interview date, time, venue and interviewer, if applicable.)

(Optional, and generally recommended unless there are disciplinary implications:) I thank you for your efforts and contribution during your time with us, and I wish you all the best for the future.

(Also optional:) I am happy to provide a reference if required.

Yours sincerely etc.