**Private & Confidential**

<insert name>

<insert address>

<insert date>

BY EMAIL AND 1ST CLASS RECORDED DELIVERY

Dear <name>

I am writing to formally acknowledge your <email/letter> dated <date> in which you have given your resignation from your role at <company> and confirmed that your last working day is <date>.

I write to confirm that your resignation is accepted, as such your final date of employment with <company> is <date>.

You will be paid your usual salary up to and including this date.

You will receive your final pay and pay for any holidays you accrued up to <date> but did not take. I have calculated that you accrued <insert> days’ holiday, and have taken <insert> days’ holiday; [\*you are therefore owed <insert> days’ holiday pay which will be paid to you with your final salary on <insert date> ] or \*delete as appropriate [\*you therefore owe the company pay for <insert> days’ holiday, which will be deducted from your final pay on <insert date> ].

You are reminded of the confidentiality clause contained within your Terms and Conditions of employment which states:

“During your employment, and after its termination, you must not divulge or disclose to anyone outside the Company any confidential information concerning the business or finances of the Company, or clients, or prospects of the Company, and must not use such information for your own purposes. This includes communicating to the media and the use of electronic communication, including social media websites.”

Yours sincerely

<name>

<position>