

[Insert date]

PRIVATE AND CONFIDENTIAL

[Name]

[Street address]

[Suburb] [State] [Postcode]

Dear [Name]

Confirmation of acceptance of your resignation

I refer to your letter of resignation from [INSERT COMPANY NAME], dated [insert date]. [INSERT COMPANY NAME] hereby accepts your resignation, with effect from close of business on [insert date].

Please find attached the details of your final payment, which includes your outstanding salary and accrued annual leave [insert where relevant "and long service leave"] entitlements. [Also insert where relevant ", as well as payment in lieu of notice of termination to insert date"]. Your final payment will be transferred into your bank account by no later than close of business on [Insert date].

Insert if relevant - We take this opportunity to remind you that your [insert name of industrial agreement E.g. employment agreement] with [INSERT COMPANY NAME] contains various obligations and undertakings on your part regarding confidentiality and the return of [INSERT COMPANY NAME] property. Confidentiality obligations continue post your employment relationship with [INSERT COMPANY NAME].

Please return all [INSERT COMPANY NAME] property in your possession or under your control by [insert date].

We would like to thank you for the contribution you have made to [INSERT COMPANY NAME] and please accept our best wishes for your future endeavours.

Yours sincerely,

[Managers name]

[Managers title]