## RESIGNATION ACCEPTANCE LETTER

[Enter Date]

[Employee name]

[Employee address]

Dear [Employee First Name],

**RE: RESIGNATION**

With reference to your written notice of resignation dated [enter date], this letter serves to advise you that we accept your decision to resign from [Organisation] effective [enter date] and confirm that your last day of employment will be [enter date].

A final payment, including entitlements owed to you, will be prepared and paid to you within 7 days of your last day of employment.

You are requested to return all [Organisation] property by [enter date], including:

* Example - Uniform items, Door keys, Mobile telephone, Laptop

We take this opportunity to thank you for your past service and wish you well in the future.

Yours faithfully,

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Name of Authorised Employer Representative Signature

*This form can be customised for your organisation by Workwise Advisory Services for a fee of $112.50*