Acknowledgement of resignation

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: acknowledgement of your resignation

Dear Sir or Madam,

I acknowledge receipt of your letter of resignation. I confirm below the points I am noting.

Your resignation

Position held

Date of your letter

Date received by the company

End-of-employment date retained

Length of notice period

Outcome

- [ ] I accept your resignation and the dates shown above
- [ ] I accept your resignation, subject to checking the notice period or end date
- [ ] You are released from all or part of the notice period

Additional details

Your final documents and the balance of any sums due will be given to you on your departure date. I remain at your disposal to organise the handover of your work.

Yours faithfully,

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method

Signature

Name in full