**Letter acknowledging receipt of resignation**

**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Receipt of resignation letter**

Further to your letter of *[insert date]* I am writing to confirm that the Company accepts your resignation.

*[Select from the paragraphs below and delete as appropriate]*

You are required to give *[insert amount]* notice of termination in accordance with your contract and therefore your last day of service will be *[insert date]*.

*[OR]*

You are required to give *[insert amount]* notice of termination in accordance with your contract, in this case meaning that your termination date is *[insert date]*. However, we have agreed with you to reduce the length of your notice period and therefore your last day of service will be *[insert date]*.

*[OR]*

You are required to give *[insert amount]* notice of termination in accordance with your contract, in this case meaning that your termination date is *[insert date]*. However, you are to receive a payment in lieu of notice, meaning that the date of termination of your employment is *[insert date]*.

Your final pay will be paid on the next normal pay date run on *[insert date]* and your P45 will be issued to your home address under separate cover.

Please return all *[delete as appropriate -* *company property/files/company information/ keys/pass cards/IT equipment/mobile phones]* which have been issued to you by the Company by *[insert date]*.

*[Optional]* If you have a company car, please contact *[insert name]* on *[insert number]* to discuss the return of your car as soon as possible.

*[Optional – if placing employee on garden leave]* In accordance with the provisions in your contract of employment, it is our intention to place you on ‘garden leave’ for the duration of your notice period. During this period, you are still an employee of the Company and all normal benefits will continue to apply. However, during the period of ‘garden leave’ you are not required to attend work nor to carry out any work for the Company. In accordance with your contractual provisions, you must not contact any customers, suppliers or other clients of the Company during this time.

Your period of garden leave will start immediately and will continue until the date that your employment terminates, as set out above.

As you remain an employee during this time you are expected to make yourself available when requested and should continue to abide by all other terms and conditions of employment. In addition, I would like to remind you that, whilst you remain in our employment, it would be a breach of the terms of your employment if you were to commence working for a third party. I trust that this is not likely to happen but confirm that the Company would take action to protect itself under these circumstances.

*[Optional]* I would also like to take this opportunity to remind you that during and after your employment has ended you will be bound by the post-employment obligations and restrictions set out in your contract of employment, namely *[insert details of restrictions including appropriate clauses in their handbook/contract]*. I trust that you are unlikely to breach these terms but confirm that the Company would take action to protect itself under these circumstances.

During your employment, we processed your personal data for the reasons set out in the employee privacy notice which was made available to you. After the termination of your employment, we will continue to process your personal data as per the retention periods in the privacy notice but the reason for processing will change. We will continue to process it for the purposes of *[insert reason]* in line with current data protection regulations.

I would like to take this opportunity to thank you for your work at *[insert company name]* and wish you all the best in your future undertakings.

Yours sincerely,

*[Insert name]*

*[Insert job title]*