**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

Further to your letter dated [insert date], informing us that it is your intention not to return to work after your maternity leave, I write to confirm our acceptance of your resignation.

Your last date of employment with the Company will be [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. This will include the following payments:

[Insert details of any outstanding payments of wages/statutory adoption pay, holiday pay and any other payments or benefits due to the employee].

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.

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]