Insert date

Insert employee full name

Insert employee address

Dear Insert employee first name

**RESIGNATION ACCEPTANCE**

This is to confirm our acceptance of your resignation effective [insert date of last day worked].

At your request we have agreed to waive your contractual obligation in respect to your giving and working the required period of notice [remove if they work their notice].

Insert any concerns over how the employee has chosen to resign here – possibly allow for a cooling-off period for them to reconsider their resignation.

Your final payment will comprise the following:

* Wages up to your date of termination.
* Accrued annual leave at your hourly / cash base rate. [remove for casuals]
* Accrued long service leave at your hourly / cash base rate. [remove if they are not eligible]

To ensure no delay in finalising your termination payments, please return any Company property such as mobile phones, keys or vehicles to insert name (Insert Position) by your last day.

Finally, we extend our thanks for your contributions to insert company legal name and we wish you well with your future career.

Yours sincerely

INSERT NAME

INSERT POSITION

Cc: [insert other stakeholder if needed, e.g. payroll, book keeper etc]