**Private & Confidential**

Date

Dear Employee Name,

**RE: Confirmation of Resignation**

This letter is to confirm acceptance of your resignation on 29th May 2020 from employment with Company Name.

For the avoidance of doubt, your final day with the Company will be on Date.

We thank you for your contribution to Company Name, and wish you all the best in your future endeavours.

Final payments including annual leave will be made in the next pay run.

Yours Sincerely,

Name

Position Title