<insert date here>

<insert employee’s name here>

<insert employees address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**ACCEPTANCE OF RESIGNATION**

I refer to your <insert correspondence received or verbal advice whichever is applicable> received on <insert date here> in which you resign your employment effective on <insert date here>.

Your resignation is accepted.

You <insert will or will not here> be required to work out your notice period. Accordingly, your final date of employment will be <insert date here>.

Your final entitlements will be paid to you as soon as practicable.

Yours sincerely

<insert name here>

<insert position title here>

<insert company name here>