[Your company name]
[Your company address]

[Employee name]
[Employee address]

[Date]

Our reference: [Reference]

Private and confidential

Dear [Employee name],

Your resignation

Thank you for your letter of [Date the resignation was received] resigning from your position as [Job title] in [Department]. I am sorry that you have decided to leave, and I accept your resignation.

[Note: If the resignation was given in the heat of the moment, in a difficult meeting or by someone who may be unwell, allow a short cooling-off period and check that they mean it before sending this letter. If the employee says they are resigning because of how they have been treated, take advice: they may be claiming constructive dismissal.]

Your contract requires [Notice (weeks)] weeks' notice. Your notice began on the day after we received your resignation, so your employment will end on the date below:

Notice	[Notice (weeks)] weeks
Last working day	[Last working day]
Holiday to be taken during notice	[Holiday to be taken during notice]
Holiday untaken at your last day	[Holiday days untaken] days, paid with your final pay

As your contract allows, you will be on garden leave from [Garden leave from] until your last working day. During garden leave you remain employed and are paid as normal, but you should not come into work or contact clients or colleagues about work unless we ask you to. Your duties to us, including confidentiality, continue throughout.

[Note: Use garden leave only if the contract allows it or the employee agrees. If you want to pay the employee instead of notice, check the contract has a payment in lieu of notice clause and take advice on how the payment is taxed.]

Before you leave

Until your last day, please continue to work as normal and hand over your work as your manager asks. Please return all company property, including the following, by your last working day:

- [Equipment issued];
- your keys, pass and any company documents, files or data, in any form.

Your final pay

Your final pay will include your salary up to your last working day and payment for the holiday shown above, less tax, National Insurance and any other deductions we are required or allowed to make. We will pay it on the usual pay day after you leave and send your P45 to the address you give below.

Please remember that your duty to keep our confidential information confidential continues after you leave, as do any other terms of your contract that are stated to continue.

We would value your views on working here, and would like to invite you to an exit interview on [Exit meeting]. It is entirely voluntary.

If you have any questions, please contact [Your name] at [Your email]. Thank you for your work with us, and I wish you every success for the future.

Yours sincerely,

For and on behalf of [Your company name]

Signature _____

Name _____

Position _____

Date _____

For the employee to sign and return

I confirm that I have resigned, and that my last working day is [Last working day]: ☐

I will return all company property by my last working day: ☐

Address to send my P45, if different from the one above: [Address for the P45]

Signed by the employee

Signature _____

Name _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/resignation-acceptance