[Date]

[Employee First Name] [Employee Surname]

[Employee Address]

## Your Resignation

Dear [Employee First Name],

We refer to your resignation from your employment with [Company Name] given on [Resignation Given Date]. The purpose of this letter is to confirm receipt of your resignation and confirm that your last day of employment will be [Final Date].

We advise that payment of your outstanding wages and accrued entitlements will be paid into your usual bank account.

You are also reminded that following your last day of employment with [Company Name] that you remain subject to the restraints contained at clause [Clause Number] of your Contract of Employment and the requirement to keep confidential information of [Company Name] confidential.

We thank you for your service with [Company Name] and ask you to ensure that you return all [Company Name] property in your possession or control to the office by close of business on [Company Name].

[Salutations for goodbye],

[Company Name]

[Letter Signatory Name]

[Letter Signatory Position]