[Date]

[Employee First Name] [Employee Surname]

[Employee's Street Address]

[Suburb] [State] [Postcode]

Dear [Employee First Name],

This letter is to confirm acceptance of your resignation on [Date] from employment with [Company Name] (“Company”).

Your final day with the Company will be on [Date].

[Insert any other relevant information]

We wish you all the best in your future endeavours.

Yours Sincerely,

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[Employer First Name] [Employer Surname]

[Job Title]