



Date: _____

To: _____

From: Human Resource Department

Re: Confirmation of Your Resignation

We received notification from _____ (name of supervisor/manager) that you verbally resigned your employment on _____ (date). This is the information you provided at that time (insert language used and reason for resignation).

Consistent with company policy we are accepting your resignation with a final date of employment of _____.

[optional: We do not need you to work your entire notice period but will provide compensation to you in the amount you would have received had you actively worked this time period. The last day you are needed to report to work is therefore today, _____ (restate date).]

Your final check will be provided consistent with state law requirements.

Benefits will cease according to company policy and you will be notified separately to the extent required by law of any continuing rights you have under these policies. Your exit meeting has been scheduled for _____ (date/time/place). Your feedback regarding your experience working for us will be invaluable as we continue to try to make this a great place to work. As we will provide you with other important information at this session please let us know if you need to reschedule for any reason.

Should you have any questions please don't hesitate to contact us.

Manager/HR Representative Information