# Resignation – Confirmation

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME]

**Confirmation of acceptance of your resignation**

I refer to your letter of resignation from **[INSERT COMPANY NAME]**, dated **[INSERT DATE]. [INSERT COMPANY NAME]** hereby accepts your resignation, with effect from close of business on **[INSERT DATE].**

Please find attached the details of your final payment, which includes your outstanding salary and accrued annual leave **[INSERT WHERE RELEVANT “AND LONG SERVICE LEAVE”]** entitlements. **[ALSO INSERT WHERE RELEVANT “, AS WELL AS PAYMENT IN LIEU OF NOTICE OF TERMINATION TO INSERT DATE”]**. Your final payment will be transferred into your bank account by no later than close of business on **[INSERT DATE].**

**INSERT IF RELEVANT - We take this opportunity to remind you that your [insert name of industrial agreement E.g. employment agreement] with [INSERT COMPANY NAME] contains various obligations and undertakings on your part regarding confidentiality and the return of [INSERT COMPANY NAME] property. Confidentiality obligations continue post your employment relationship with [INSERT COMPANY NAME].**

Please return all **[INSERT COMPANY NAME]** property in your possession or under your control by **[INSERT DATE].**

We would like to thank you for the contribution you have made to **[INSERT COMPANY NAME]** andplease accept our best wishes for your future endeavours.

Yours sincerely,

**[MANAGERS NAME]**

**[MANAGERS TITLE]**