DATE

NAME

ADDRESS

Dear NAME,

This letter is to officially accept your VERBAL/WRITTEN resignation as given to us on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We understand that you have decided to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We appreciate that you gave more than the required notice and understand your last day of employment will be \_\_\_\_\_\_\_\_\_. Having satisfied the agency notice policy, you will be paid your vacation leave up to 120 hours on the check run scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You may contact our HR Director Janet Phillips at 336.367.3533 to finalize your employee benefits.

We thank you for your services and wish you well in your new endeavors.

Sincerely,

Name

Title

cc: Personnel File