**ACCEPTANCE OF RESIGNATION TEMPLATE LETTER**

PRIVATE AND CONFIDENTIAL

Insert date

Name

Street Address

SUBURB STATE P’CODE

Dear *[Name]*

**Re: Confirmation of acceptance of your resignation**

I acknowledge receipt of your letter of resignation from [TAFE], dated [*insert date*].

[TAFE] accepts your resignation, in accordance with your requested finishing date.

OR

In accordance with [TAFE] practice, you will not be required to work out your notice period and will paid this period in lieu.

Details of your final payment, which includes your outstanding salary and accrued annual leave and if relevant, long service leave, entitlements will be sent to you separately.

[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*].

We take this opportunity to remind you that of your obligations and undertakings on your part regarding confidentiality and the return of [TAFE] property; and that confidentiality obligations continue post your employment relationship with [TAFE].

Please return all [TAFE] property in your possession or under your control by [*insert date*].

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

Yours sincerely,

Manager

Name