**Appendix A –** **Template**

**acknowledgement of resignation letter**

 

Date

Private and Confidential Site Address

Name Telephone no.

Address 1

Address 2

Postcode

Dear [Name]

I acknowledge receipt of your letter of resignation dated [date] confirming your intention to resign from your post as [job title] giving [number of] weeks’ notice. I can confirm that your last day of employment with the Trust will be [date].

The Trust is committed to recruiting and retaining high quality staff, and to support this aim, the exit interview/questionnaire process provides us with information and feedback as to why employees are leaving, highlights positive aspects of working with the Trust and what areas the organisation may need to improve upon.

I would therefore like to invite you to attend an Exit Interview as per the Trust’s Leavers Policy and have arranged the interview as follows:

Date:

Time:

Venue:

Could I ask that you confirm with me at your earliest convenience that you are able to attend the interview. If you have any queries in advance of the interview, please do not hesitate to contact me on the above telephone number. If you would prefer an alternative manager, a representative from Human Resources, a member of the Executive Directors Group or the Freedom to Speak Up Guardian to conduct the interview, please contact {name of HR Advisor) to discuss this further.

I would like to take this opportunity to wish you well for the future.

Yours sincerely

[Manager]

[JobTitle]