Template 13 - Confirmation of Resignation

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

I refer to your resignation from employment effective as of \_\_\_\_\_\_\_\_\_\_.

We have calculated the entitlements owing to you as follows:

* outstanding wages (including superannuation): $\_\_\_\_\_\_\_\_\_\_\_
* pro-rata long-service leave: $\_\_\_\_\_\_\_\_\_\_\_
* accrued annual leave (*permanent employees only*): $ \_\_\_\_\_\_\_\_\_\_

Should you have any questions in relation to the above, please do not hesitate to contact me.

We wish you all the best in your future endeavors.

Yours sincerely,

<<Name and signature of Senior Manager>>