

[Date]

[Employee Name]
[Employee Address]
[City, Postcode]

Dear [Employee Name],

Re: Acceptance of Resignation

I am writing to formally acknowledge and accept your resignation from your position as [Job Title] at [College/University Name], effective [Date of Resignation Letter].

As per your contract of employment, your notice period is [Number] weeks/months. Therefore, your final day of employment will be [Date of Last Working Day].

Regarding your final salary payment, this will include any hours worked up to your leave date and payment for any accrued but untaken annual leave. Any outstanding debts to the institution, such as training cost recoveries or overpayments, will be deducted as per your signed agreement.

Before your departure, please ensure that you:

- Return all institution property, including keys, ID badges, laptops, and teaching materials.
- Complete all student grading and handover notes for your department head.
- Complete a formal Exit Interview with HR (optional).

On behalf of the institution, I would like to thank you for your contribution to [Department Name] and wish you the very best in your future endeavors.

Yours sincerely,

[Signature]

[Name of HR Representative]
[Job Title]
Human Resources Department