## [Insert Logo Here]

## Resignation Acceptance (Template)

<Date>

**PERSONAL AND CONFIDENTIAL**

<Employee Name>

<Employee Address>

Dear <Employee First Name>:

RE: Conclusion of Employment with [Organization]

This letter will serve as an acknowledgement of your resignation given <date>, which would become effective on <date>. We would like to thank you for your service and the valuable contributions you have made during your employment with [Organization].

We confirm that your employment will terminate as of <time> on <Date>, and it is our expectation that you have ceased to hold yourself as an employee of [Organization] effective from this date.

**Final Payment**

Final payment covers days worked up to and including <last working day>, and any accrued vacation pay. Your Final Pay will be processed and deposited into your account on <date>. Your Record of Employment will be submitted to Services Canada electronically. You will be able to view and print copies of your ROE using your “My Service Canada Account” on the CRA website.

**Company Property**

We request that any property of [Organization] that remains in your possession be returned to <Name> by <Date & Time>.

**Consideration and Release of Future Claims**

Details outlined in this document will be considered to be the full and final settlement of all outstanding claims in consideration of your employment with [Organization]. If you feel an unresolved claim has not been addressed in this letter, please bring it to my attention no later than <date> Any claim made after that date will not be considered.

**Conclusion**

Please sign and return the attached copy of this letter as your acceptance of these terms, which constitute a full and final settlement of your employment. If you wish to discuss the contents of this letter please contact <Name>.

Once again, we thank you for your commitment and contributions and wish you every success in your future endeavours.

We wish you well in the future.

Yours truly,

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<Employer Rep Full Name> <Employee Full Name>

<Employer Rep Title, [Organization]>