**Private and Confidential**

 *[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to your letter of *[insert date]* informing us that it is your intention not to return to work after your adoption leave, I write to confirm our acceptance of your resignation.

Your last date of employment with the Company will be *[insert date]*.

Your final pay will be paid on the next normal pay date run on *[insert date]* and your P45 will be issued to your home address under separate cover. This will include the following payments:

*[Insert details of any outstanding payments of wages/statutory adoption pay, holiday pay and any other payments or benefits due to the employee].*

Please return all *[delete as appropriate -* *company property/files/company information/ keys/pass cards/IT equipment/mobile phones]* which have been issued to you by the Company by *[insert date]*.

*[Optional]* If you have a company car, please contact *[insert name]* on *[insert number]* to discuss the return of your car as soon as possible.

I would like to take this opportunity to thank you for your work at *[insert company name]* and wish you all the best in your future undertakings.

Yours sincerely,

*[Insert name]*

*[Insert job title]*