*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear*[insert name],*

I confirm receipt of your letter of resignation dated *[insert date].*

In my letter to you dated *[insert date],* you were advised that you had been suspended pending an investigation into allegations made against you of *[insert details]*. I confirm that no decision has been reached with regard to what, if any, action would be taken following the investigation.

I am prepared to accept your resignation. However, I would like to reassure you that, should you feel that you have made a hasty decision in resigning, I am willing to consider allowing you to withdraw your resignation. I must inform you that the *[delete as appropriate - ongoing investigation process****/****Organisation’s disciplinary procedure]* would continue to progress if you decide to remain with the Organisation.

Please contact me by *[insert date]* to discuss your decision. If I have not heard from you by this date, I will arrange for your resignation to be processed.

Should you have any queries, please do not hesitate to contact me on *[insert details].*

Yours sincerely

*[Insert name]*

*[Insert job title]*