

**Human Resources Department
The Recruitment Team**

Long Lane
Grays
Essex
RM16 2PX

Tel : XXXXXXXXXX

Date

PRIVATE AND CONFIDENTIAL

Name
Address

Re: Acknowledgement of Resignation

Dear

Thank you for your letter of resignation dated I can confirm that taking in to account your notice period ofyour last working day with The Trust will be..... I am sorry that you have decided to leave the Trust, but hope that you are taking away valuable experience that will enable you to develop your future career and that you will look back on your time with Essex Partnership University NHS Foundation Trust as inspiring and rewarding.

In line with Trust policy I would like to arrange an exit interview on xxxxx at xxxxxx to discuss further your reasons for leaving and I will send a diary invite to you shortly.

I will shortly be completing a Staff Leaving Form and sending this to the Workforce Team in order to advise them of your leaving date. I have calculated that, taking into account annual leave already taken up until your leaving date, you have XX hours/days remaining, which I will include within the leaver documentation in order to make Payroll aware.

On leaving the Trust you will be asked to complete an online exit questionnaire, which the Trust will send to you via email. As an organisation we are very committed to understanding your experience of working for the Trust and reasons for leaving. When you have completed it, please send confidentially to Human Resources at the address on the questionnaire. The purpose of the questionnaire is to reflect on the suggestions and comments made and make changes to improve the working lives of our employees. There is also the opportunity to discuss any issues of concern with a HR team member if you would like to do so. Information about this is on the questionnaire.

Please ensure that all Trust property is returned before the last day of your employment. For example all equipment, documents, computer discs, identification and keys must be returned. You should not retain any copies of paperwork relating to the Trust, with the exception of those, which specifically relate to you.

May I take this opportunity to thank you for your service to the Trust and wish you all the best with your future plans.

Yours sincerely,

Name

Title

SAMPLE - DO NOT USE