**Pro forma letter A4**

**Letter accepting resignation on voluntary terms of employee whose post is at risk of redundancy**

**From department to employee**

[Date]

Dear [employee]

Thank you for your letter of [date] in which you offered your resignation on agreed terms.

I am writing to confirm that the department has accepted your resignation and that, accordingly, your employment will terminate on [date].

I enclose a copy of the agreed terms.

Yours sincerely,

[Departmental administrator]

Enclosure: copy of the agreed terms

[N.B. A signed and dated copy of this letter should be retained on file.]