

CCS Insights: Acknowledgement of Resignation

Feel the CCS & Co Difference

[Print on Employer's Letterhead or insert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

RE: Acknowledgement of Resignation

We hereby confirm receipt of your letter of resignation dated <<Date>> and acknowledge your resignation from <<Name of Company>> (the "Company").

Under the terms of your contract of employment you are required to give <<no. of months/weeks of Notice Period>> notice to the Company. Your last day of employment will be <<Date>>.

[Under the terms of your contract of employment will not be required to work out your notice period and the cessation of your employment will be on <<Date>>. In lieu of working your notice period you will receive a lump sum payment equivalent to the salary you would have received in working your notice period. This sum will be subject to the usual deductions for Income Tax, EPF, SOCSO and EIS.]

Your final payment will provide for any accrued holiday entitlement or any holiday taken in excess of your entitlement to leave for the year to date.

These amounts are included in your final salary payment, full details of which are provided in the Schedule enclosed herewith.

[It is the Company's usual practice to invite employees to attend a termination interview. This has been arranged for <<Time and Date>> at <<Location>>. This interview will be carried out <<Name>>.]

[You are requested to return all Company property to <<Name & Title>> on or before <<Date>>.] [Please contact <<Name>> in respect of the return of your company car/laptop.]

[You are reminded that your contract of employment details confidentiality duties and restrictions in respect of the activities you are permitted/not permitted to engage in on cessation of your employment with the Company.]

Please do not hesitate to contact me if you have any questions. [The Company will of course be able to provide references to assist you in seeking new employment.]

We wish you success in seeking further employment and thank you for your contribution to the Company.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please
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CCS & Co

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