<Insert Date>

WITHOUT PREJUDICE

PRIVATE AND CONFIDENTIAL

<Insert Name>

<Insert Address>

<Insert Address>

Dear <Insert Name>,

This letter will confirm that you have submitted your letter of resignation with <Organization Name> (the “company”) and the employer has accepted your resignation. Your employment will end effective <Insert Date> (the “Resignation Date”).

You will be paid your base salary up to and including the Resignation Date. You can access your Record of Employment through your “My Service Canada” Account on the Service Canada website following the Resignation Date.

The Company will also be compensating you for all vacation pay accrued but not used up to the Resignation Date which fulfills our employment obligations to you. Option: Insert also any other unused amounts such as an overtime bank.

In addition, you are required to immediately return, in good condition, all Company property, and all other data relating to the business or work of the Company and prepared, used or possessed by you, or under your control, in the course of your employment with the Company. To the extent any Company property resides on your personal computer hardware or software, you agree to make a copy of such property and deliver it to the Company, and immediately thereafter permanently destroy such property so that it is irretrievable. You agree to provide the Company with all passwords to any electronic systems or data you deliver.

The Company will deduct all required deductions and outstanding advances from any amounts to be paid to you as outlined above.

We wish you the best of luck in your future endeavours.

Regards,

<Name>

<Title>