

# Payroll Solutions

## Notification of Resignation

**Employee:**

**Address:**

**Post Code:**

**Telephone No:**

This is my written notification confirming that as of .....  
I wish to tender my resignation to the named employer. Please pay  
any wages and holiday pay due to myself on the next available pay  
day.

**Signed:**

**Date:**

**Employer:**

**Address:**

**Postcode:**

**Telephone No:**

I accept the resignation of the above named employee as  
of .....

**Signed:**

**Date:**