Date

**Private and Confidential**

Name

Address

Dear

**Re: Acknowledgement of Resignation**

I write to confirm receipt of your resignation dated (date) from the role of (job title) in (Name of Department/Ward) Department/Ward. I confirm that your last date of employment with the Trust will be (date).

Annual Leave

You have X number of annual leave days outstanding. These will be paid to you in your final salary. **OR** Please be advised that you have overtaken your annual leave entitlement by X number of days. These will be deducted from your final salary.

Leaver Questionnaire

To help UHB to understand the experiences of staff working here, I would therefore like to invite you to complete the Trust’s leaver questionnaire. Your feedback will help identify any areas for improvement or future change to improve the wellbeing and working lives of staff at UHB.

To access the online exit questionnaire please either:

* Scan the QR code to the right using the camera on your phone:
* Visit our HR Website on <https://www.uhb.nhs.uk/hr/>
* Contact the HR Advisory Team to request a paper copy by:

Phone: 0121 371 7612

Email: Firstcontact@uhb.nhs.uk

Exit Interview

In addition to the exit questionnaire, I would like to invite you to an exit interview to understand your reasons for leaving, experiences in the role and feedback on what the department can do to improve. I have arranged the exit interview as follows:

**Date:**

**Time:**

**Location:**

If you have any questions in advance of the meeting please do not hesitate to contact me.

Should you wish to have, or retain a bank nursing contract with QEHB+, please visit their offices to complete the necessary documentation, this must be before you leave the Trust and you cease to be an employee of UHB (if the employee resigns part way through a conduct or capability investigation, then please contact HR for advice regarding the resignation/ leaver process and whether their bank post should be remain active or not).

Finally, I would like to thank you for all your work and contribution to UHB during your time here and wish you all the very best for the future. (***Please add in any other personal thank you message)***

# Yours sincerely,

# Line Manager’s Name

# Job Title

Further information and guidance regarding the Trust’s leaver questionnaire and exit interview can be found on the HR Website <https://www.uhb.nhs.uk/hr/>