Date

**Private and Confidential**

Name

Address

Dear

**Re: Acknowledgement of Resignation**

Thank you for providing notice of your resignation. We acknowledge your decision to leave your role as [Job Title], effective [Last Working Day]. Your contributions during your time with UHB, particularly in [mention specific achievements or areas of impact], have been appreciated and have made a positive impact.

For further guidance on what to expect and how to prepare for your departure, please refer to our **“Leaving Your Role” staff guides** available on the HR Website. These resources outline key steps, helpful checklists, and answers to frequently asked questions to support you through the transition. You can access them at: [Leavers and exit process](https://www.uhb.nhs.uk/hr/recruitment-retention-and-leavers/leavers-and-exit-process/)

**Annual Leave**

You have X number of annual leave hours 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 hours. These will be **deducted** from your final salary.

**Exit Interview**

As part of your Leaving your Role form, you have chosen to complete an exit interview with [selected option: your line manager / another manager / a People Advisor]. We appreciate your willingness to share your reflections and will ensure the meeting is scheduled at a convenient time before your final working day.

**OR**

As part of your Leaving Your Role form, you indicated that you do not wish to take part in an exit interview. If you would like to share any feedback about your experience at UHB, we would still welcome your thoughts. Please feel free to send any comments or suggestions to [insert email address].

On behalf of the team, thank you again for your dedication and professionalism. We wish you every success in your next chapter and hope you’ll stay in touch. (***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 leaving process can be found on the HR Website <https://www.uhb.nhs.uk/hr/>