**STRICTLY PRIVATE AND CONFIDENTIAL**

NAME

JOB TITLE

By email

DATE

Dear

Thank you for your letter dated [DATE LETTER RECEIVED]. I write to acknowledge your resignation as JOB TITLE. I can confirm your last day of work with [NAME OF PARISH] will be [DATE].

**Annual Leave**

Your outstanding annual leave balance is [NUMBER] days. This is made up of [NUMBER] days entitlement for the year 2025 and [NUMBER]-days entitlement carried forward from 2024. Please discuss with your line manager arrangements to take this leave during your notice period. If this is not possible, then you will be paid in lieu of any days owed.

**Final Salary**

Your final salary will be paid on or around [DATE OF SALARY PAYMENT] and your P45 will be available shortly afterwards for up to 6 months.

**Exit Interview**

An exit interview will be set up for you with [NAME]. This meeting is an opportunity to discuss your employment with [NAME OF PARISH] and for you to confidentially share any thoughts you may have.

**Property**

Please arrange return of any Parish property in your possession to [NAME], on or before your last day of service. You also need to check your laptop, email, and shared drives to remove any personal documents, and return any Parish documents that you may have.

**Handover Notes**

In your final week please provide handover notes to your line manager, or successor if recruited, to ensure outstanding work has been completed or handed over. On your last day please activate the “out of office” reply on your email.

On behalf of [NAME OF PARISH], may I take this opportunity to thank you for your service and commitment and I would also like to wish you every success in the future.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

NAME

JOB TITLE/ROLE

(on behalf of the PCC)