**NAME**

**ADDRESS**

**DATE**

Dear NAME,

I am writing to you today with regard to your email/letter/message dated DATE. I am surprised to have received this email as it contained a request for the company to accept notice of your intention to resign from your position at COMPANY.

I am aware that you have recently insert details of concern – grievance, investigation, managing sick leave and if your decision to resign is as a consequence of this process I would ask that you reconsider your position, pending the outcome of that process which will be conducted in accordance with the company procedures. Should you have any concerns about any action the company has taken recently, again you can raise this with the company in accordance with the company grievance procedure.

Should I not receive any confirmation of your desire to withdraw your resignation by DATE, I will proceed to implement your resignation as requested on the DATE.

Regards,

NAME

POSITION