**CONFIRMATION OF ACCEPTANCE OF RESIGNATION & CONFIDENTIALITY AGREEMENT**

Date

Employee Name

Employee Address

Employee Address

Dear <Employee Name>

This letter is to confirm the acceptance of your resignation on XX/XX/2020. We thank you for your service to us and wish you all the best for your future endeavours.

Your employment agreement/ award / enterprise agreement requires that you provide xx weeks notice on resignation, as you have not provided us with the notice required we will be withholding any monies due to you on termination equivalent to an amount not exceeding your rate of pay in respect to the amount of notice required which was not provided/served.

We will be withholding the equivalent of xx weeks notice from your final pay.

We now bring to your attention and remind you that the information which you have acquired, or to which you have had access during, or in the course of your employment with Company Name is information that is confidential and must not be divulged or published in any manner whatsoever.

You have been privy to confidential and sensitive information whilst working in the Company, and the data that you have had access to should be treated with the highest confidentiality and not be breached in any manner whatsoever or used for personal gain outside of Company Name without the explicit written permission of the Director.

Your employment agreement signed by you on XX/XX/XXXX, sets out your obligations in relation to confidential information, intellectual property, restraints or materials and databases created by you during your employment with Company Name. No copies or excerpts of any confidential information, intellectual property or databases are to be retained by you following your resignation with us. We remind you that your signed agreement restraints you from soliciting, canvassing, approaching or accepting any approach from any client, customer, contractor or supplier of the Employer with whom you had a business relationship with in the course of the last 12 months of Your Employment with a view to or with the effect of detrimentally affecting our business.

You must forthwith return to us any employer property in your possession including all records, papers, documents, mobile phone, access keys or material of whatsoever nature or description in your possession or under your control.

Once again thank you for your service and we wish you all the best.

Sincerely

Employer Name

Position