[Company Letterhead]

Confirmation of Verbal Resignation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: [Human Resources or Manager]

Re: Confirmation of Your Resignation

On \_\_\_\_\_[date] you informed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of supervisor/manager) that you verbally resigned from your position. This is the information you provided at that time [insert language used and reason for resignation].

Therefore, your employment with \_\_\_\_\_\_ (“Company”) and Engage PEO ended on [date]. Please be advised that your resignation will be reported to the state division of unemployment of your resignation and your unemployment benefits will discontinue.

In addition, if you participate in any employee benefits plans, including the Company’s health insurance plans, your participation will end on [date] or in accordance with applicable law. Under separate cover, you will receive additional information about your rights, if any, to continue your participation in the Company’s health insurance.

Your final check will be provided consistent with state law requirements.

Should you have any questions please do not hesitate to contact us.

Sincerely,

Name

Title