**Not Allowing an Employee to Retract Resignation**

**This example letter can be used to agree or disagree to an employee’s request to retract their resignation. You should select the clauses that are appropriate (deleting any clauses that are not relevant).**

**CONFIDENTIAL**

**[Insert employee’s name]**

**[Insert employee’s address]**

**[Insert employee’s address]**

**[Insert employee’s address]**

**[Date]**

Dear **[Insert employee’s name]**

**Re: Request to Retract Resignation**

I refer to your request to retract your resignation. You resigned on **[insert date]** and the Company acknowledged your resignation in writing on **[insert date].**

I must confirm that the Company is under no obligation to allow you to retract your resignation and we are unable to agree to your request. Your employment will therefore come to an end on **[insert date]** as previously confirmed.

As set out in my previous letter, please ensure that you return all property belonging to the company on or before your last working day. This includes **[insert details of property in the employee’s possession]**.

Your final monies which will include your salary/wages (up to and including your last working day) and a payment for any untaken accrued holiday entitlement, will be paid on **[Insert date]** and your P45 will be forwarded to your home address.

**[If applicable:]** I must also remind you of the post termination restrictions in your contract of employment. If you require a copy of these please let me know and I will arrange for a copy to be forwarded. These restrictions are in place to protect the business and will be enforced by the Company.

Yours sincerely

**[Insert Name]**

**[Insert Position]**