[date]

Dear

**RE: RESIGNATION**

This is to notify you that your resignation has been accepted effective [date]. Any leave entitlements you are eligible for will be processed at the end of the pay period following this date.

I take this opportunity to thank you for the service you have provided to Kyeema Support Services.

We would like to offer you a confidential exit interview.  I have attached a form which you are welcome to complete.

This exit interview is useful to improve Kyeema Support Services as an employer.  If you also choose to do so following the completion of the form, you can sit with a member of HR, or a Manager to complete a verbal interview. Relevant details of this interview are de-identified by the completing interviewer and presented to the Chief Executive Officer.

If you require a certificate of service, please contact HR prior to your termination date to arrange this.

Please remember to return all electronic devices, keys, ID badge and any other belongings of Kyeema Support Services to Human Resources.

We wish you well in your future endeavours.

Sincerely

Human Resources Officer