**Employee Resignation and Retirement**

[INSERT ORGANIZATION LOGO HERE]

**Confirmation Letter**

[DATE]

[EMPLOYEE NAME AND ADDRESS]

Dear [EMPLOYEE NAME]

This letter is to confirm our receipt of your letter of [RESIGNATION OR RETIREMENT]. As mutually agreed to by you and your supervisor, your last day of work with [ORGANIZATION] will be [DATE].

We wish to express our appreciation for all your contributions to [ORGANIZATION]. If you have any questions or concerns about transitioning out of the workplace, please do not hesitate to speak with your supervisor or contact our HR Department. On the back of this letter, we have included some important reminders to aid you in planning your departure from [ORGANIZATION].

Importantly, as per the Confidentiality Agreement you signed upon your appointment at [ORGANIZATION], we would like to remind you that you are legally obligated to maintain confidentiality about our work and services users after your employment ends with us.

We wish you the very best in your future endeavors and thank you again for your dedication and hard work in fulfilling the vision and mission of [ORGANIZATION].

Sincerely,

[INSERT DIGITAL SIGNATURE HERE]

[ORGANIZATION]

[HR MANAGER NAME, TITLE]

Cc: [SUPERVISOR NAME, TITLE]

**IMPORTANT REMINDERS AS YOU TRANSITION FROM [ORGANIZATION]**

**Vacation and Overtime Pay-Out:**

Any outstanding vacation balance and/or banked overtime hours will be paid out on your last paycheque. Make sure you and your supervisor are in agreement of what is owed.

**Outstanding receipts:**

Make sure that any work receipts are submitted to Payroll in advance of your departure. No receipts submitted after your last day of work will be reimbursed.

**Medical/Dental Benefits:**

All benefits, including medical and dental benefits, will cease on your last day of employment. Make sure to arrange alternate medical and dental coverage in advance of your departure.

**Pension:**

All pension contributions will cease on your last day of employment. Connect with the pension provider for questions regarding your pension.

**Email:**

If you have an [ORGANIZATION] email, be aware that your email account will be closed three (3) days after your last day of employment. Make arrangements for all personal and/or important email contacts to be transferred to an alternate email account.

**Equipment, Tools and Access:**

Any and all equipment, tools and accesses (e.g., keys/fobs) that have been provided to you as part of your employment must be returned on your last day of employment. Failure to do so may result in your last paycheque being withheld until all items are returned.

**Stipends:**

Any and all stipends (e.g., cellphone, car) that have been provided to you as part of your employment will cease on your last day of employment.

**Record of Employment (ROE):**

An ROE will be issued after your last day of employment. This ROE will be submitted electronically to Service Canada and you will have access to it via your “My Service Canada” account. If you wish to receive a copy via an alternate method you must submit a request directly to the HR Department.

**T4 Slip:**

A T4 slip for the current year worked will be issued to you in February of the following year and will be mailed to your address on file. If you move after leaving [ORGANIZATION] and before February of the following year, you are responsible for contacting the HR Department to update your address on file.