Draft template

**Private and Confidential**

Dear

**Re: Your resignation**

Following the incident on *[insert date]* with *[insert name]* which concluded in you leaving the premises and stating that you have resigned, I am writing to clarify the situation.

I believe that the above resignation happened in the heat of the moment and was not carefully considered by you.

I would like to arrange a meeting with you to discuss your decision further and clarify any issues or concerns you have. Please contact me to arrange this within *[insert number]* days of receipt of this letter.

If I do not hear from you by *[insert date]*, I will have no other option than to accept your resignation and will send your P45 and outstanding payments to your home address.

I look forward to hearing from you shortly.

Yours sincerely