19 June 2015

**Private and Confidential**

Dear NAME

**Acceptance of Resignation**

This letter is to confirm the acceptance of your resignation which we received on INSERT DATE. In accordance with your Employment Contract, your last working day will be INSERT DATE.

As per the Employment Contract you have previously signed, you agree that upon termination of your employment with the Company you shall return to the Company all company property, documents and any other materials constituting or containing Confidential Property or Confidential Information, without limitations, manuals, reports, diagrams, lists of suppliers or customers, correspondence and other written material relating to Confidential Information or Confidential Property and that you will not retain any documents or material or copies of such documents or material.

Furthermore, you hereby agree with the Company that during the Term and for a period of twelve 12 months following the termination of your Employment Agreement that you shall not without the prior written consent of the Company either alone or in association or partnership with or as an employee, agent, director, member, shareholder or trustee: canvass or solicit orders, custom or business from any past or present patient, customer; employee; or client of REDIMED. Neither are you entitled to act as an advisor, consultant or employee of any past or current competitor of the Company. The Company shall be beneficially entitled to any benefit that you may obtain as a result of breaching this Clause.

Please speak with our Payroll department to confirm your termination payment including any annual leave accruals and allowances owed. You will be required to submit all expense claims or reimbursement claims prior to your last day for payment.

REDIMED would like to thank you for your service and efforts and wishes you the best of luck in your future endeavours.

Kind regards Acceptance - **NAME**

Signature:



Date:

**Viana Beresford**

Executive Director