

[Current Date]

[Employee Name]

[Employee ID]

[Address Line 1]

[Address Line 2]

Subject: Acceptance of Resignation with Immediate Effect

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective immediately, as of [Last Working Date].

We have noted your request to waive the standard notice period. Following our discussion, we have approved this request, making [Date] your final day of employment with [Company Name].

Our Human Resources department will contact you shortly regarding the final settlement of your salary, accrued leave balance, and the return of company property, including [list items such as laptop, ID badge, keys].

We thank you for your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]