

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation and Waiver of Notice Period

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from the position of [Job Title], effective [Date of Resignation Letter].

We have reviewed your request to waive the standard notice period of [Number] weeks/months. We hereby approve this request. Consequently, your final date of employment with [Company Name] will be [Last Working Day].

Your final settlement, including any outstanding salary and accrued leave balance, will be processed and paid on or before [Payment Date]. Please ensure that all company property, including [Laptop/Keys/ID Badge], is returned to the HR department by your last working day.

We thank you for your contributions to the team and wish you the very best in your future endeavors.

Yours sincerely,

[Manager Signature]

[Manager Name]

[Title]

[Company Name]