

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We receive your resignation with sincere regret. We have greatly valued your contributions to [Company Name] during your tenure, particularly your work on [Optional: Specific Project or Achievement]. Your professionalism and dedication will be missed by the entire team.

Regarding your departure, please note the following details:

- Your final salary payment will include any accrued but unused vacation days.
- An exit interview has been scheduled for [Date/Time] with [Name/Department].
- Please ensure all company property, including [List items like laptop, keys, ID badge], is returned by your final day.

We thank you for your hard work and wish you the very best of luck in your future endeavors. Please let us know if we can be of any assistance during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]