

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

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

We have processed your request for an immediate departure. Your final paycheck, including payment for any accrued leave and outstanding expenses, will be issued on [Date] via [Method of Payment].

Please ensure that all company property, including keys, security badges, and electronic equipment, is returned to [Department/Person] by [Time] today.

We would like to thank you for your contributions during your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Manager Name]
[Title]