

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation and Waiver of Notice Period

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective immediately, [Date].

In accordance with your request, we have agreed to waive your contractual notice period. Therefore, your final day of employment with [Company Name] will be [Date].

Your final paycheck, including payment for any accrued but unused vacation time and outstanding expenses, will be issued on [Date] via [Payment Method].

Please ensure that all company property, including keys, ID badges, and electronic devices, are returned to the [Department Name] by [Time] today.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]