

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation by Mutual Agreement

Dear [Employee Name],

This letter confirms that we have formally accepted your resignation from your position as [Job Title], effective immediately, [Date].

As discussed and mutually agreed upon, your employment with [Company Name] ends today. We confirm that both parties have waived the standard notice period as per this mutual agreement.

Your final paycheck, including payment for all hours worked up to this date and any accrued but unused vacation time, will be processed and [issued/mailed/direct deposited] by [Date].

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

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]