

[Date]

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

Dear [Employee Name],

Subject: Acceptance of Resignation and Payment in Lieu of Notice

We formally acknowledge receipt of your resignation letter dated [Date], in which you have requested to resign from your position as [Job Title] effective immediately.

Management has reviewed your request and hereby accepts your immediate resignation. As per the terms of your employment contract, the company has decided to provide you with Payment in Lieu of Notice (PILON). Your last day of employment with [Company Name] will be [Last Date of Work].

The payment will consist of your base salary for the notice period of [Number of Days/Weeks], less applicable taxes and withholdings. This amount, along with any accrued but unused vacation pay and outstanding expenses, will be paid to you on [Date of Final Payment] via [Payment Method].

Please ensure that all company property, including [List items: keys, laptop, ID badge, etc.], is returned to the HR department by [Time/Date].

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]