

[Current Date]

[Employee Name]
[Employee Job Title]
[Company Name]

Dear [Employee Name],

This letter serves as formal notification that [Company Name] accepts your resignation from the position of [Job Title], effective immediately, [Date].

We acknowledge your decision to step down and, in accordance with your request for an immediate departure, we have waived the standard notice period. We appreciate your contributions to the executive team and your leadership during your tenure.

Regarding the transition of your responsibilities:

- Please return all company property, including keys, identification badges, and electronic devices, to the HR department by [Time/Date].
- Information regarding your final compensation, benefits status, and any outstanding executive equity or bonus agreements will be sent to you under separate cover.
- A representative from the Legal/Compliance department will contact you shortly to review your continuing post-termination obligations, including non-disclosure and non-solicitation agreements.

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Superior/Board Member]
[Title]
[Company Name]