

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Acceptance of Immediate Resignation and Final Settlement Details

Dear [Employee Name],

This letter is to formally confirm that we have received and accepted your resignation from the position of [Job Title], effective immediately as of [Last Working Date].

As per your request for immediate release, the company has waived the standard notice period. Your final settlement has been processed and includes the following:

- Salary for the current month up to [Last Working Date].
- Payment for accrued but unused annual leave ([Number] days).
- [Insert any other applicable payments/deductions].

The total net amount of [Amount] will be transferred to your registered bank account on [Date]. Your experience certificate and other relevant documents will be issued once all company property (laptop, ID badge, keys, etc.) has been returned.

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

Sincerely,

[Name of Manager/HR Lead]

[Job Title]

[Company Name]