

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter serves as formal notification that we have received and unconditionally accept your resignation from your position as [Job Title], effective immediately, [Today's Date].

As per your request for immediate effect, your final day of employment with [Company Name] is [Today's Date]. We have processed your departure accordingly, and all access to company systems and premises has been revoked as of this time.

Regarding your final compensation, any outstanding salary, accrued vacation pay, or other benefits will be processed and paid to you by [Date] via [Payment Method]. Please ensure that all company property, including keys, identification badges, and electronic devices, is returned to the Human Resources department by [Time/Date].

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Manager Name]

[Title]

[Company Name]