

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Immediate Resignation

Dear [Employee Name],

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

We acknowledge your request for an immediate departure and have waived the standard notice period. Your final paycheck, including any accrued benefits and compensation, will be processed and delivered to you by [Date/Method].

We wish to formally remind you that your resignation does not release you from your legal obligations under the Non-Disclosure Agreement (NDA) and Confidentiality Agreement signed on [Date of Signing].

As per these binding agreements, you remain legally prohibited from disclosing, using, or disseminating any proprietary information, trade secrets, client data, or internal business processes belonging to [Company Name]. These obligations remain in effect for the duration specified in your original contract.

Please ensure that all company property, including keys, electronics, and physical or digital files, are returned by [Time] today.

We thank you for your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Manager Name]

[Title]

[Company Name]