

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Immediate Resignation due to Breach of Contract

Dear [Employee Name],

We formally acknowledge receipt of your letter dated [Date], in which you resigned from your position as [Job Title] with immediate effect, citing a material breach of contract by [Company Name].

After reviewing the circumstances regarding [Briefly mention the specific breach, e.g., non-payment of salary/change in terms], the company accepts your resignation effective immediately, [Date].

Your final paycheck, including all wages earned up to your last day and any accrued vacation time, will be [mailed to your address/deposited into your account] on [Date].

Please return all company property, including [List items: keys, laptop, ID badge], by [Date]. We also remind you of your ongoing obligations regarding [Confidentiality/Non-compete clauses], as outlined in your employment agreement.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]