

[Current Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation - Effective Immediately

Dear [Contractor Name],

This letter is to formally acknowledge and accept your resignation as an independent contractor, effective immediately as of [Today's Date].

In accordance with this termination of services, please ensure that all company property, including [list items such as keys, laptops, or badges], is returned by [Date]. Additionally, please submit your final invoice for services rendered up to this date no later than [Date] for processing.

We remind you that your obligations regarding [Confidentiality/Non-Disclosure/Non-Solicitation] as outlined in our original agreement dated [Original Contract Date] remain in effect following the conclusion of our professional relationship.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]