

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation and Expedited Exit Interview

Dear [Employee Name],

This letter serves as formal confirmation that we have received and accepted your resignation from the position of [Job Title], effective [Last Working Day].

We acknowledge your request for a shortened notice period. While we regret to see you leave on short notice, we have approved your final date of employment as requested.

Due to the expedited nature of your departure, we need to conduct your exit interview as soon as possible. We have scheduled your interview for:

Date: [Date]

Time: [Time]

Location/Link: [Location or Virtual Meeting Link]

Please ensure that all company property, including keys, ID badges, and electronic equipment, is returned to [Department/Person] by the end of your final shift. Information regarding your final paycheck and benefits transition will be provided during the exit interview.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]