

Dear [Employee Name],

I am writing to formally accept your resignation from the position of [Job Title], dated [Date of Resignation Letter].

As requested, we have agreed to waive your contractual notice period. Therefore, your final day of employment with [Company Name] will be [Last Working Date].

Regarding your final compensation, your salary and any accrued but unused vacation days will be calculated up to and including your last working date. These will be paid out on [Date of Final Payment] via [Payment Method].

As part of our offboarding process, we would like to invite you to an exit interview to discuss your experience with the company. This meeting has been scheduled for:

Date: [Date of Interview]

Time: [Time]

Location/Link: [Meeting Room or Video Link]

Interviewer: [Name of HR Representative/Manager]

Please ensure that all company property, including your [Laptop/ID Badge/Keys], is returned to [Department/Name] by the end of your final day.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]