

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We note that your fixed-term contract was originally scheduled to end on [Original Contract End Date]. As per your request, we have agreed to bring this date forward to [New Effective Date].

I would like to thank you for your contributions during your time with [Company Name]. We appreciate the work you have completed during your tenure.

Regarding your final arrangements:

- Your final paycheck, including any accrued but unused leave and outstanding expenses, will be paid on [Final Pay Date].
- Please ensure all company property, including [list items: laptop, keys, ID badge, etc.], is returned to [Department/Person] by [Time] on your final day.
- An exit interview has been scheduled for [Date/Time] with [Name/Department].

We wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]