

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], as stated in your letter dated [Date of Resignation Letter].

Although your fixed-term contract was originally scheduled to conclude on [Original Contract End Date], we accept your request for an early departure. As mutually agreed, your final day of employment will be [Final Working Date].

Regarding the early termination of your contract, the following terms apply: [Insert details regarding notice periods, final pay, or waiver of penalties if applicable].

Please ensure that all company property, including [List items: keys, laptop, ID badge], is returned to [Department/Person] by your final day. You will receive a separate communication regarding your final salary payment and any accrued benefits.

We thank you for your contributions during your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]