

[Date]

[Employee Name]
[Employee Address]

Subject: Acceptance of Resignation - Fixed-Term Contract

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective immediately, as of [Last Working Date].

We note that your fixed-term contract was originally scheduled to end on [Original Contract End Date]. However, per your request and our subsequent agreement, we have waived the remaining duration of your contract and the standard notice period to facilitate your immediate departure.

Regarding your final compensation, any outstanding salary, accrued but unused annual leave, and other contractual entitlements will be calculated up to [Last Working Date]. These funds will be paid to you on [Payment Date] via [Payment Method].

Please ensure that all company property, including [list items such as laptop, keys, ID badge], is returned to [Department/Name] by [Time/Date].

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

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Company Name]