

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

[Date]

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

Dear [Employee Name],

Subject: Acceptance of Resignation by Mutual Agreement

This letter confirms that [Company Name] formally accepts your resignation from your fixed-term position as [Job Title], effective [Last Working Day Date].

As per our discussions, both parties have mutually agreed to terminate the fixed-term employment contract dated [Contract Start Date] earlier than the original expiry date of [Original Contract End Date].

Please note the following details regarding your departure:

- Your final salary payment, including any accrued but unused vacation leave, will be paid on [Payment Date].
- You are required to return all company property, including keys, ID badges, and electronic equipment, by [Return Date].
- Your healthcare benefits and other company-provided perks will cease on [Benefit End Date].

We would like to take this opportunity to thank you for your contributions during your tenure and wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]