

[Date]

[Employee Name]  
[Employee Address]  
[City, Postcode]

Dear [Employee Name],

**Subject: Acceptance of Resignation and Waiver of Notice Period**

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

Your fixed-term contract was originally scheduled to end on [Original Contract End Date]. However, as requested, we have agreed to waive your contractual notice period. Consequently, your final day of employment will be [Final Working Date].

Regarding your final compensation, any outstanding salary, along with payment for accrued but unused annual leave, will be processed in your final pay cycle on [Pay Date]. Please ensure that all company property, including [list items such as laptop, keys, ID badge], is returned to [Department/Name] by your last working day.

We would like to thank you for your contribution during your time with [Company Name] and wish you the very best in your future endeavors.

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]  
[Job Title]  
[Company Name]