

[Date]

[Employee Name]  
[Employee Address]

Dear [Employee Name],

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

We note your request to leave on short notice. After consideration, we have decided to waive the full notice period required by your contract. Your final day of employment will be [Date].

Your final paycheck will include payment for hours worked up to your last day, plus any accrued but unused holiday pay, less any necessary deductions. This will be paid on [Date] via your usual payment method.

Please ensure that all company property, including [list items such as keys, laptop, ID badge], is returned to [Department/Person] by the end of your final shift.

We thank you for your contributions during your fixed-term contract and wish you the best in your future endeavors.

Yours sincerely,

[Your Signature]

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