

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Acceptance of Resignation and Notice of Contractual Penalty**

Dear [Employee Name],

We formally acknowledge receipt of your resignation letter dated [Date of Resignation Letter], expressing your intent to resign from your position as [Job Title]. We hereby accept your resignation.

Your final day of employment with [Company Name] will be [Last Working Date].

As per the terms of your Fixed-Term Employment Contract dated [Contract Start Date], specifically Clause [Reference Clause Number], your resignation prior to the contract end date of [Contract End Date] triggers a penalty for early termination.

Based on the terms of your agreement, the applicable penalty amount is [Amount]. This amount will be deducted from your final settlement, which includes your final salary, accrued leave encashment, and any other applicable dues. Should your final settlement be insufficient to cover this penalty, you will be required to pay the balance to the company by [Due Date].

Please ensure that all company property, including [list items such as laptop, ID badge, keys], is returned to the HR department by your last working day. You are also reminded of your ongoing obligations regarding confidentiality and non-disclosure as outlined in your contract.

We thank you for your contributions to the company and wish you success in your future endeavors.

Sincerely,

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