

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Acceptance of Resignation - Fixed-Term Contract

Dear [Employee Name],

We formally acknowledge and accept your resignation from the position of [Job Title], as per your notice dated [Date of Resignation Letter].

Your fixed-term contract was originally scheduled to end on [Original End Date]. However, we have accepted your request to terminate the agreement early. Your final day of employment will be [Last Working Day].

We confirm that, under the specific circumstances of this separation, the company has agreed to waive any early termination penalties or indemnities typically associated with the premature ending of this fixed-term contract. You are hereby exempted from any financial liabilities regarding the remaining duration of the term.

Prior to your departure, please ensure that all company property, including [list items such as laptop, keys, ID badge], is returned to the [Department Name] by [Time] on your final day.

Your final settlement, including salary up to your last working day and any accrued leave balance, will be processed and paid on [Payment Date] via [Payment Method].

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

Sincerely,

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