

[Company Letterhead/Header]

[Current Date]

[Employee Full Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation and Final Settlement Process

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] under your fixed-term contract.

We hereby accept your resignation. As per the terms of your employment contract, your final day of service will be [Last Working Date].

Regarding your final settlement, please note the following requirements:

- **Handover:** Please ensure all pending tasks and responsibilities are handed over to [Manager Name] by [Date].
- **Company Property:** Please return all company assets, including your ID badge, laptop, keys, and any other equipment, on or before your last day.
- **Clearance Form:** You are required to complete the official Exit Clearance Form and obtain signatures from the relevant departments.

Your final settlement, which will include your prorated salary, any accrued leave balance (if applicable), and deductions, will be processed and disbursed within [Number] days of your last working date, provided all clearance procedures are completed.

We thank you for your contributions during your tenure and wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Manager/HR Representative Name]

[Job Title]

[Company Name]