

[Date]

[Executive Name]

[Job Title]

[Company Name]

Dear [Executive Name],

This letter formally confirms the acceptance of your resignation from your position as [Executive Job Title], effective [Last Working Date].

We acknowledge that your fixed-term employment contract, originally scheduled to conclude on [Original Contract End Date], will now terminate early by mutual agreement on your final date of service. This letter serves as formal notice that all obligations under the executive agreement will conclude on that date, subject to the survival of post-termination covenants.

We would like to express our appreciation for your leadership and the strategic contributions you have made during your tenure. Your efforts in [Mention specific project or achievement] have been particularly valued by the Board and the organization.

Regarding your transition, please ensure that all company property, including [List specific items like laptops, keys, or proprietary data], is returned by [Date]. You will receive a separate summary detailing your final compensation package, accrued leave balance, and a reminder of your ongoing obligations regarding confidentiality and non-solicitation as outlined in Section [Number] of your contract.

We wish you the very best in your future professional endeavors.

Sincerely,

[Signature]

[Name of Superior/Board Chair]

[Title]