

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation and Support Resources

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Day].

We appreciate the honesty you shared regarding your mental health challenges. Please know that your well-being remains our priority during this transition. We want to ensure you are aware of the support resources available to you as you conclude your tenure with [Company Name]:

- **Employee Assistance Program (EAP):** You maintain access to our confidential counseling services until [Date]. You can reach them at [Phone Number].
- **Health Benefits:** Your current health insurance coverage will continue until [Date]. Details regarding COBRA and benefit extensions will be sent to you by the HR department.
- **Mental Health Resources:** We have attached a list of external professional organizations and helplines that offer specialized support.

We will coordinate with you regarding the handover of your current projects and the return of company property. If there is anything we can do to make this transition period more manageable for you, please do not hesitate to reach out to [Contact Name] in Human Resources.

Thank you for your contributions to the team. We wish you the very best in your recovery and your future professional endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]