

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from the position of [Job Title], effective [Employee's Last Working Day].

We note your request for a shortened notice period. After internal review, the management has decided to waive the remainder of your contractual notice period. Consequently, your final day of employment with [Company Name] will be [Last Date].

Please ensure that all company property, including [list items: e.g., laptop, ID badge, keys], is returned to the HR department by the end of your last day. Information regarding your final settlement, including any accrued leave and benefits, will be sent to you separately.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]