

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from the position of [Job Title] at [Company Name], dated [Date of Resignation Letter].

Per your request and our subsequent discussion, we have agreed to waive your contractual notice period. Consequently, your final day of employment will be [Last Working Day Date].

Your final paycheck, including payment for any accrued but unused vacation time and other entitlements, will be processed and provided to you on [Date/Method of Payment].

Please ensure that all company property, including [list items: keys, laptop, ID badge, etc.], is returned to [Department/Name] by the end of your final day.

Thank you for your contributions to [Company Name]. We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]