

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee Job Title]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title].

We have reviewed your request for an abbreviated notice period. I am pleased to inform you that we have approved your request to shorten your notice period from the standard [Number] weeks to [Number] days/weeks.

Accordingly, your final day of employment with [Company Name] will be [Last Working Date].

Before your departure, please ensure that you complete the following tasks:

- Hand over all current projects and files to [Colleague/Manager Name].
- Return all company property, including keys, ID badges, and electronic devices.
- Complete an exit interview with the Human Resources department on [Date/Time].

Your final paycheck, including any accrued benefits and compensation for unused vacation time, will be processed and issued on [Date].

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]