

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Employee Name],

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

We have noted your request for a shortened notice period. We would like to inform you that the company has decided to waive the remainder of your contractual notice period. Your final date of employment will be [Date].

Regarding your final compensation, HR will process your remaining salary, any accrued but unused vacation days, and other applicable benefits. You will receive these funds on [Final Pay Date] via your usual payment method.

Please ensure that all company property, including your [ID badge, keys, laptop, etc.], is returned to the HR department by the end of your last day.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]