

[Date]

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

Dear [Employee Name],

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

We have reviewed your request for immediate resignation and, under the circumstances, we have decided to waive the standard notice period. Your final paycheck, including payment for hours worked and any accrued benefits, will be processed and [sent to your address / available for pickup] by [Date].

Please ensure that all company property, including keys, ID badges, and electronic devices, are returned to the [Department Name] by [Time/Date].

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

Sincerely,

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