

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acknowledgment of Resignation and Approval of Reduced Notice Period

Dear [Employee Name],

This letter is to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter].

We have reviewed your request for a reduction in your contractual notice period. We wish to inform you that your request has been approved. Accordingly, your final date of employment with [Company Name] will be [Last Working 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 final working day. Additionally, please coordinate with your manager to complete the handover of your current responsibilities.

Details regarding your final settlement, including any accrued leave and benefits, will be processed and provided to you separately.

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]