

[Date]

[Employee Name]
[Employee Address]

Subject: Acceptance of Resignation and Waiver of Notice Period

Dear [Employee Name],

We formally acknowledge receipt of your resignation letter dated [Date of Resignation Letter], in which you have requested to be relieved from your duties on [Requested Last Working Day].

We wish to inform you that management has accepted your resignation and has approved your request to waive the standard notice period of [Number of Days/Months] as stipulated in your employment contract.

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

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 last working day. Your final settlement, including any accrued salary and benefits, will be processed and paid on [Date or Timeline].

We thank you for your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Job Title]
[Company Name]