

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Date of Submission].

We have received your request to waive your full notice period of [Length of Required Notice] and to depart on [Last Working Day]. I can confirm that the company accepts this shorter notice period as requested.

Your final salary payment will include all hours worked up to and including [Last Working Day], as well as any accrued but unused holiday entitlement, subject to standard deductions. This payment will be issued on [Final Pay Date].

Please ensure that all company property, including [List items: keys, laptop, ID badge, etc.], is returned to [Department/Person] by the end of your final shift.

We would like to take this opportunity to thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Yours sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]