

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Expedited Resignation

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has accepted your resignation from the position of [Job Title], effective [Date of Resignation Letter].

As per your request for an expedited departure, we have agreed to waive the standard notice period. Your final day of employment will be [Last Working Date].

Regarding your transition, please ensure the following actions are completed by your final date:

- Return all company property, including keys, badges, and electronic devices.
- Complete the handover of all current projects and files to [Manager Name].
- Contact the HR department regarding the status of your final pay and benefits.

We thank you for your contributions to the team and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]