

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Resignation and Early Departure

Dear [Employee Name],

We formally acknowledge receipt of your resignation letter dated [Resignation Submission Date].

In your letter, you requested to waive a portion of your notice period and requested an early departure date. We are writing to inform you that your request for early departure has been approved. Your final day of employment with [Company Name] will be [Last Working Day].

Regarding your transition, please ensure the following actions are completed before your departure:

- Handover of all current projects and responsibilities to [Manager Name].
- Return of all company property, including keys, ID badges, and electronic equipment.
- Completion of the formal exit interview scheduled for [Date/Time].

Details regarding your final compensation, including unused leave balance and benefits status, will be provided to you by the Payroll department under separate cover.

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

Sincerely,

[Your Name]

[Your Title]

Human Resources Department

[Company Name]