

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge receipt and acceptance of your resignation from your position as [Job Title], dated [Date Resignation Submitted].

We note your request to shorten your contractual notice period. We have reviewed your request and confirm our agreement to waive the remainder of your notice period. Consequently, your final day of employment with [Company Name] will be [Final Date of Employment].

Your final paycheck, including payment for any accrued but unused vacation time and worked hours up to your final day, will be issued on [Date] via [Payment Method].

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 day.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]