

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from the position of [Job Title], effective [Employee's Last Working Day].

We would also like to acknowledge your decision to decline the counteroffer presented to you on [Date]. While we would have welcomed the opportunity for you to continue your career with [Company Name], we respect your decision to move forward with your new endeavor.

We appreciate the contributions you have made during your time with us. We will begin the transition process immediately, and [Manager Name] will coordinate with you regarding the handover of your current projects and the return of company property.

Information regarding your final pay, benefits, and exit interview will be sent to you shortly by the HR department.

We wish you the very best in your future professional pursuits.

Sincerely,

[Your Name]
[Your Title]
[Company Name]