

[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] at [Company Name], effective [Last Working Day].

Regarding our recent discussions, we would like to thank you for considering our counteroffer proposal. However, we respect your decision to decline the offer and move forward with your career change.

We appreciate the contributions you have made during your time with us. We will begin the offboarding process shortly to ensure a smooth transition of your current projects and responsibilities.

Information regarding your final compensation, benefits, and the return of company property will be sent to you in a separate communication.

We wish you the very best in your future endeavors.

Sincerely,

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