

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge your decision to decline the retention offer presented to you on [Date Retention Offer was Made]. We respect your decision to move forward with your resignation as originally submitted.

Accordingly, we accept your resignation from the position of [Job Title]. Your final day of employment with [Company Name] will be [Last Working Day].

We appreciate the contributions you have made during your time with us. On behalf of the entire team, I would like to thank you for your hard work and wish you the very best in your future endeavors.

Information regarding your final compensation, benefits, and the offboarding process will be provided to you by the HR department shortly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]