

[Date]

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

Dear [Employee Name],

We are writing to formally acknowledge your decision to decline the counteroffer presented by [Company Name] on [Date]. While we regret that we could not reach an agreement to retain your services, we respect your decision to pursue a new opportunity.

Accordingly, we officially accept your resignation from the position of [Job Title], effective [Employee's Last Working Day].

Regarding your departure, please note the following:

- **Final Pay:** Your final paycheck, including any accrued but unused vacation time, will be issued on [Date].
- **Company Property:** Please return all company property, including your laptop, building keys, and ID badge, to the HR department by [Time] on your last day.
- **Exit Interview:** We would appreciate the opportunity to conduct an exit interview on [Date/Time] to discuss your experience with the company.

We want to thank you for your contributions during your time with [Company Name] and wish you the very best in your future professional endeavors.

Sincerely,

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