

[Current Date]

[Employee Name]
[Employee Job Title]
[Department]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

Following our recent discussion, we understand that you have chosen to decline the counteroffer presented by the company. While we would have welcomed the opportunity for you to continue your career with us, we respect your decision to move forward with your new endeavor.

We appreciate the contributions you have made to [Company Name] during your tenure. On behalf of the team, I would like to thank you for your hard work and professional conduct.

Regarding your transition, please coordinate with [Name/Department] to complete the offboarding process, including the return of company property and the finalization of outstanding tasks. Your final paycheck and details regarding benefits will be provided to you by [Date].

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

Sincerely,

[Your Signature]

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