

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

This follows our recent discussion regarding your decision to decline the counteroffer presented by [Company Name]. While we would have welcomed your continued contribution to the team, we respect your decision to pursue a new opportunity.

We would like to thank you for your hard work and dedication during your time with us. We appreciate the professionalism you have shown during this transition period.

Regarding your departure, the Human Resources department will contact you shortly to coordinate the return of company property and provide information regarding your final pay and benefits.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]