

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

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].

We have carefully reviewed your request regarding [Details of Counteroffer Requested/Salary Increase/Terms]. While we greatly value your contributions to the team, we are unable to meet your requested terms or provide a counteroffer at this time. Therefore, we will proceed with your original notice of departure.

We appreciate the work you have done during your tenure with us. We will begin the transition process immediately, and [Manager Name] will coordinate with you regarding the handover of your current projects and company property.

On behalf of the entire company, I would like to thank you for your service and wish you the very best in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]