

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

[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

This letter is to formally acknowledge your decision to decline our counteroffer and proceed with your resignation from your position as [Job Title], effective [Last Day of Employment].

While we would have welcomed the opportunity for you to continue your career with [Company Name], we respect your decision to pursue a new opportunity. We appreciate the contributions you have made during your time with us and wish you the very best in your future endeavors.

Regarding your transition, please note the following:

- Your final paycheck, including any accrued vacation time, will be issued on [Date].
- Your benefits coverage will continue until [Date]. Information regarding COBRA or benefit extensions will be sent to you separately.
- Please return all company property, including keys, badges, and electronic equipment, to [Department/Person] by [Date].

If you have any questions regarding your exit process, please contact the Human Resources department.

Sincerely,

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