

[Date]

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

Dear [Employee Name],

This letter serves as formal confirmation that [Company Name] accepts your final decision to decline our counteroffer and proceed with your resignation from the position of [Job Title].

We respect your decision to pursue this new opportunity. Accordingly, your final day of employment will be [Last Working Day, Date].

Between now and your departure, we ask that you focus on completing your current projects and ensuring a smooth handover of your responsibilities to [Manager Name or Successor Name].

Information regarding your final compensation, benefits status, and the exit interview process will be provided to you by the HR department shortly.

Thank you for your contributions to the team. We wish you the very best in your future endeavors.

Sincerely,

[Your Signature]

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