

[Company Name]
[HR Department Address]
[Date]

[Employee Name]
[Employee Job Title]

Dear [Employee Name],

This letter serves as formal confirmation that [Company Name] has accepted your resignation from the position of [Job Title], effective [Employee's Last Working Date].

We acknowledge that following your initial resignation on [Date], the company extended a counteroffer in an effort to retain your services. We respect your decision to decline this offer and proceed with your career transition.

Between now and your final day, we request that you focus on the handover of your current projects and responsibilities to [Manager Name or Successor]. Please return all company property, including keys, identification badges, and electronic equipment, on or before [Last Date].

Information regarding your final compensation, accrued leave payouts, and benefit status will be sent to you by the HR department under separate cover.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]