

[Date]

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

Dear [Employee Name],

This letter is to formally acknowledge the receipt and acceptance of your resignation from the position of [Job Title] at [Company Name], effective [Last Working Day Date].

We would also like to acknowledge our recent discussion regarding a counteroffer. While we were eager to have you remain with the team, we respect your decision to decline the offer and move forward with your new opportunity.

We appreciate the contributions you have made during your tenure with us. We will begin the offboarding process shortly to ensure a smooth transition of your current responsibilities.

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

Sincerely,

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