

[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 voluntary resignation from your position as [Job Title] at [Company Name], effective [Last Working Date].

We accept this resignation in lieu of proceeding with further disciplinary action or involuntary termination. By resigning voluntarily, you agree that this separation is mutual and final.

Regarding your transition:

- Your final paycheck, including any accrued vacation pay (if applicable), will be issued on [Date].
- Your company benefits will conclude on [Date]. Information regarding COBRA or benefit conversion will be sent via mail.
- Please return all company property, including [keys, laptop, ID badge, etc.], to [Department/Name] by [Time] on your last day.

Please sign and return the attached copy of this letter to acknowledge your agreement to these terms and the voluntary nature of your departure.

We wish you the best in your future endeavors.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]

Employee Acknowledgment:

I, [Employee Name], hereby confirm that I have submitted my resignation voluntarily and in lieu of termination. I accept the terms of my separation as outlined above.

Signature: _____ Date: _____