

[Date]

[Employee Name]

[Address Line 1]

[Address Line 2]

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter is to formally confirm that [Company Name] has accepted your voluntary resignation from your position as [Job Title], effective [Final Date of Employment].

We acknowledge that this resignation is being submitted and accepted in lieu of further disciplinary action or dismissal proceedings. By accepting your resignation, the company will cease all pending administrative actions regarding your employment status.

Please ensure that all company property, including keys, identification badges, and equipment, are returned to the Human Resources department by your final date. Information regarding your final pay and benefits will be sent to you under separate cover.

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]