

Date: [Current Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Acceptance of Voluntary Resignation

Dear [Employee Name],

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

We acknowledge that this resignation is submitted and accepted in lieu of further disciplinary action or involuntary termination. By resigning voluntarily, you agree that you are waiving your right to any internal grievance or appeal processes regarding the circumstances leading to this separation.

Your final paycheck, including payment for [accrued vacation/PTO, if applicable] and less any legal deductions, will be issued on [Date] via [Payment Method].

Please ensure that all company property, including [keys, badges, laptops, documents], is returned to [Department/Name] by [Time/Date]. Information regarding your benefits status and COBRA eligibility will be sent to your personal address on file.

We wish you the best in your future endeavors.

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acknowledgment:

I, [Employee Name], confirm that I am resigning voluntarily and of my own free will.

[Employee Signature]

[Date]