

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

[Date]

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

Subject: Confirmation of Resignation in Lieu of Discharge

Dear [Employee Name],

This letter serves to formally confirm your resignation from your position as [Job Title] at [Company Name], effective [Last Working Date].

This resignation is accepted in lieu of involuntary discharge. As per our agreement, the company will record your departure as a voluntary resignation. In exchange, you have agreed to waive your right to pursue any legal claims or grievances related to your employment or the termination of your employment with [Company Name].

Regarding your final compensation, you will receive your final paycheck on [Date], which includes payment for all hours worked up to your effective date, as well as [mention any accrued vacation or PTO, if applicable].

Please ensure that all company property, including keys, badges, electronics, and documents, is returned to [Department/Name] by [Date/Time]. Information regarding your benefits status and COBRA eligibility will be sent to you under separate cover.

We wish you the best in your future endeavors.

Sincerely,

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

Employee Acknowledgment:

I, [Employee Name], acknowledge and agree that I have voluntarily submitted my resignation in lieu of discharge. I understand and accept the terms outlined above.

[Employee Signature]

[Date]