

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of 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].

As discussed during our meeting on [Date], this resignation is accepted in lieu of formal termination proceedings. By submitting this resignation, you acknowledge that you are leaving the company voluntarily.

Please ensure that all company property, including keys, identification badges, laptops, and confidential documents, are returned to [Department/Name] by [Time] on your final day.

Information regarding your final pay, accrued benefits, and COBRA (if applicable) will be sent to your mailing address via [Method of Delivery] by [Date].

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]