

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Employee Name],

I am writing to formally acknowledge and accept your voluntary resignation from your position as [Job Title] at [Company Name], effective [Last Working Date].

As discussed during our meeting on [Date], this resignation is being accepted in lieu of involuntary termination. By electing to resign, you have chosen to end the employment relationship voluntarily.

Please ensure that all company property, including [list items such as keys, laptop, ID badge], is returned to the Human Resources department by your final date of employment. Information regarding your final paycheck and any accrued benefits will be sent to you separately.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]