

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation in Lieu of Termination

Dear [Employee Name],

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

Your resignation is accepted in lieu of formal termination. As a result, the company will cease any pending disciplinary or termination proceedings currently underway. Your personnel record will reflect that you resigned voluntarily for personal reasons.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked through your final date, will be issued on [Date] via [Payment Method].
- [Optional: Information regarding accrued PTO or vacation payout].
- Information regarding your benefit coverage and COBRA eligibility will be sent to you under separate cover.

Please ensure that all company property, including keys, badges, laptops, and files, are returned to [Department/Person] by [Date/Time].

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]