

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Executive Name],

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

As we discussed during our meeting on [Date], this resignation is accepted in lieu of involuntary termination. By resigning voluntarily, you agree to waive any rights to formal grievance procedures or legal claims related to the cessation of your employment, as outlined in the attached Separation Agreement.

Regarding your transition:

- **Compensation:** Your final paycheck, including all accrued but unused vacation time, will be issued on [Date].
- **Benefits:** Information regarding the status of your health insurance and COBRA eligibility will be mailed to your home address separately.
- **Company Property:** Please return all company-owned equipment, including laptop, mobile phone, keys, and access badges, by [Time] on [Date].

Please review and sign the enclosed Separation Agreement and Release of Claims by [Deadline Date] to finalize the terms of your departure.

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Superior/Board Member]

[Title]

[Company Name]