

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Acceptance of Resignation in Lieu of Termination

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 involuntary termination. By submitting this resignation, you acknowledge that you are leaving the company voluntarily and waive any rights to a formal termination appeal process.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to your effective date, will be issued on [Date].
- [Optional: Payment for accrued but unused vacation time will be processed according to company policy.]
- Information regarding your benefit status and COBRA eligibility will be mailed to your home address separately.

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

You remain bound by any existing non-disclosure, non-compete, or confidentiality agreements previously signed during your employment.

We wish you success in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], hereby acknowledge that I have submitted my resignation voluntarily in lieu of termination and agree to the terms outlined above.

Signature: _____ Date: _____