

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter is to formally acknowledge and accept your voluntary resignation from your position as [Job Title], effective [Last Working Day Date].

We understand that you have chosen to resign prior to the conclusion of the [Current Project/Contract/Performance Review] period. We accept your decision to move forward at this time.

Regarding your transition:

- Your final paycheck, including any accrued vacation pay and benefits, will be processed on [Date].
- Please return all company property, including keys, ID badges, and equipment, to [Department/Name] by [Date].
- An exit interview has been scheduled for you on [Date/Time] with [Name/HR Department].

We thank you for your contributions during your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]