

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title] at [Company Name], effective [Date of Resignation Notice].

As per your notice, your final day of employment will be [Last Working Day].

We will provide you with information regarding your final pay, benefits status, and the process for returning company property shortly. We would also like to schedule an exit interview on [Date/Time] to receive your feedback.

Thank you for your contributions to the team during your time with us. We wish you the very best in your future endeavors.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Company Name]