

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Resignation and Termination of Employment

We acknowledge receipt of your resignation letter dated [resignation date]. Your last working day will be [last working day], as per the notice period outlined in your employment contract.

This letter also serves to confirm the termination of your employment with [Company Name] due to your decision to resign. We would like to take this opportunity to thank you for your contributions during your tenure with us.

Please ensure that you return any company property and complete any outstanding obligations before your departure. Your final paycheck, including any accrued vacation pay, will be processed in accordance with our payroll schedule.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]