Resignation acceptance email

Reply within one business day of receiving the resignation, after the manager has spoken with the employee. A quick, gracious reply sets the tone for the notice period; a slow one makes people wonder whether their notice was received.

STANDARD (FROM HR)

Subject: Re: Resignation - confirming your last day, [Last Working Day]

Hi [First Name],

Thank you for letting us know about your decision to resign from your position as [Job Title]. This email confirms that we have received and accepted your resignation, and that your last working day will be [Last Working Day].

Here's what happens next:

- Handover: [Manager Name] will work with you on a transition plan for your current work.
- Final pay: your final paycheck, including [accrued unused PTO, if applicable under our policy and state law], will be paid on [Final Pay Date] by [Payment Method].
- Benefits: your health coverage ends on [Benefits End Date]. You'll receive information about COBRA continuation coverage separately.
- Company property: please return your [laptop, badge, keys, other items] by [Return Date]. We'll send instructions.
- Exit interview: [HR Contact] will reach out to schedule a short conversation about your experience.

Please make sure your mailing address is up to date in [HR System] so you receive your W-2.

Thank you for your contributions to [Company]. If you have questions, contact me at [Email / Phone].

[Your Name]
[Title], [Company]

WARM (FROM MANAGER)

Subject: Re: My resignation

Hi [First Name],

Thanks for telling me in person yesterday, and for the thoughtful note. I'm sorry to see you go, but I'm genuinely happy for you. [New Opportunity / Next Step] sounds like a great fit.

I accept your resignation, and I've confirmed [Last Working Day] as your last day with HR. Over the next [Notice Period], I'd like your help with [Key Handover Items, e.g. documenting the vendor scorecards and training Maria on the weekly forecast].

[One specific line of appreciation, e.g. The way you rebuilt the new-hire nesting program last spring is

still the model the whole site uses.]

HR will follow up with the details on final pay, benefits and equipment. Let's grab lunch before you go.

[Your Name]
[Title], [Company]

SHORT NOTICE

Subject: Confirming your resignation and last day

Hi [First Name],

We received your resignation on [Date Received] and accept it. Your last working day is confirmed as [Last Working Day].

Because the notice period is short, please prioritize [Handover Item] before you leave. [Manager Name] will meet with you on [Date] to go through it.

Please return [Company Property] on or before your last day. Your final pay will be issued on [Final Pay Date].

Thank you for your work with us, and best of luck.

[Your Name]
[Title], [Company]

EARLY RELEASE FROM NOTICE

Subject: Your resignation and final day

Hi [First Name],

Thank you for your resignation notice dated [Date Received]. We accept your resignation.

After reviewing the transition plan, we won't need you to work the full notice period. Your final day will be [Early Last Day]. [We will pay you through your original last day of [Original Last Day] / Choose wording per your policy.]

Your final pay, including [Final Pay Items], will be paid on [Final Pay Date]. HR will contact you about benefits, company property and an optional exit interview.

We appreciate everything you've done for the team.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Re: Resignation - confirming your last day, [Last Working Day]
- Confirming your resignation and last day
- Your resignation: next steps
- Acknowledgment of your resignation
- Re: My resignation
- Your final day and offboarding details
- Thank you, and next steps before [Last Working Day]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company] HR. We've received your resignation and confirmed [Last Working Day] as your last day. Details on final pay and returning equipment are in your email. Questions? Text me here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Last Working Day], [Date Received], [Notice Period], [Manager Name], [Final Pay Date], [Benefits End Date], [Return Date], [Company Property], [HR Contact], [Your Name], [Title], [Company]