Resignation Acceptance Letter

Send within one business day of receiving the resignation. Replace every [Placeholder] and delete bracketed options that do not apply. Optional paragraphs are marked.

HEADER

[Company Legal Name]
[Company Address]

[Date]

[Employee Full Name]
[Employee Home Address or Personal Email]
Employee ID: [Employee ID]

ACKNOWLEDGMENT

Dear [Employee Name],

Thank you for letting us know about your decision to leave [Company Name]. This letter confirms that we received your resignation from your position as [Job Title] in [Department] on [Date Resignation Received], and that we accept it.

Your last day of employment will be [Last Day of Employment]. [As discussed with [Manager Name], this date reflects your [two-week / [number]-week] notice period.] [Optional, if the employer shortens the notice period: The Company has decided not to require you to work the remainder of your notice period. Your last working day will be [Date], and you will be paid through [Date].]

HANDOVER

Between now and your last day, please work with [Manager Name] to hand over your current responsibilities. This includes [documenting open work and recurring tasks / transferring files and accounts to [Successor Name] / introducing [Successor Name] to your key contacts]. We appreciate your help in making the transition smooth for your team.

FINAL PAY AND TIME OFF

Your final paycheck will include all wages earned through your last day [and payment for any accrued, unused paid time off, in line with Company policy and [State] law]. It will be paid on [Final Pay Date] by [direct deposit to your account on file / check mailed to your home address]. [Any commission or bonus earned under the [Plan Name] will be paid according to the terms of that plan.] Please submit any outstanding expense reports by [Date].

[Optional:] Please note that, under the PTO policy, [paid time off may not be used during the notice period without manager approval / any approved time off already scheduled during your notice period will be honored].

BENEFITS

Your [medical, dental and vision] coverage will end on [Benefits End Date]. You will receive a COBRA notice from [Plan Administrator] explaining how to continue your health coverage. Information about your [401(k) account / life insurance conversion / FSA or HSA balance] will be sent to you separately. [If

applicable: Your eligibility under the [Stock or Equity Plan] ends on your last day, and the terms of your grant agreement apply to any vested or unvested awards.]

COMPANY PROPERTY AND ACCESS

On or before your last day, please return all Company property, including [laptop and charger, phone, ID badge, keys, access cards, uniforms and any Company files]. [For remote employees: We will send a prepaid return kit to your home address.] Your access to Company systems will end at [Time] on [Last Day]. Please make sure you have saved any personal files from Company devices before then, and remove any Company data from personal devices.

EXIT INTERVIEW

[HR Contact Name] will contact you to schedule a short exit interview before your last day. Taking part is voluntary, but your feedback helps us improve, and we would value hearing it.

CONTINUING OBLIGATIONS (OPTIONAL)

Please remember that the [Confidentiality Agreement / Non-Solicitation Agreement] you signed on [Date] continues to apply after your employment ends. A copy is enclosed for your records.

CLOSING

Please confirm your forwarding address and personal email so we can send your Form W-2 and any other correspondence. If you have questions about your final pay, benefits or anything else in this letter, contact [HR Contact Name] at [Phone Number] or [Email Address].

Thank you for your contributions during your time with us, [optional personal note, e.g. especially your work on [Project or Achievement]]. We wish you every success in your next step.

Sincerely,

[Manager or HR Name]
[Title]
[Company Name]

cc: Personnel file

EMPLOYEE ACKNOWLEDGMENT (OPTIONAL)

I confirm my last day of employment is

Forwarding address

Personal email

Employee signature

Date

Date