<Today’s Date>

Employee Name

Street Address

City, State, ZIP

Dear **<Employee>**:

This letter will confirm the receipt and acceptance of your **<written/oral>** notice of resignation from **[Company Name]** and your last day on **<date>**.

**<If applicable>** On your last day, you will receive a final paycheck in the amount of $**<amount>**, which represents your pay for all time worked **<and if applicable, accrued, unused vacation and/or personal time>.**

We’d like to thank you for your service to **[Company Name].** If you have any questions, please feel free to contact me.

Sincerely,

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| --- |
|  |

**<Name>**

**<Title>**